



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF STATE POLICE
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Governor

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Lt. Governor

GURBIR S. GREWAL
Attorney General

PATRICK J. CALLAHAN
Colonel

January 15, 2021
NOTICE OF JOB VACANCY
#I&IT 07-20P

An opportunity currently exists within the Department of Law and Public Safety, Division of State Police, for applicants who meet the requirements listed below:

TITLE: Data Entry Operator 1
SALARY: \$29,701.17 - \$41,195.61
LOCATION: Division of State Police
Identification & Information Technology Section
Criminal Justice Records Bureau
Division Headquarters
West Trenton, NJ 08628

NUMBER OF VACANCIES: One (1)

DUTIES: Under close supervision, uses an alphanumeric keyboard, image scanner, or other data entry input device to enter, edit and/or update data from a standard source document into a prescribed computer system for storage, processing or data management purposes; compares entered data to source document to ensure the accuracy of input and reenters or edits inaccurate data where necessary; does other related duties as required.

REQUIREMENTS

SPECIAL NOTE: Appointees may be required to demonstrate proficiency in keyboarding, typing and/or document scanning.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

If interested, please send a cover letter indicating job vacancy number, copy of your transcript, which indicates the date your degree was conferred (required), and a current resume before the closing date of January 28, 2021 to:

NJSPResumes@njsp.org

-OR-

*Terri Kuntz, Manager 2
Division of State Police
Office of Human Resources
PO Box 7068
W. Trenton, NJ 08628-0068*

The New Jersey Division of State Police is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply. The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011 Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.



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