



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF STATE POLICE
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May 6, 2024
NOTICE OF JOB VACANCY
#I&IT 30-23P

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:** Technical Assistant
- SALARY:** \$40,361.77 - \$56,412.01 (35 ww)
- LOCATION:** Identification and Information Technology Section
Criminal Justice Record Bureau
Traffic Records Squad/Discovery Unit
Division Headquarters

NUMBER OF VACANCIES: One (1)

DUTIES: Under supervision of a supervisory official in a state department or agency or a local jurisdiction, performs technical functions in providing information and assistance in reviewing and verifying data of a routine nature; does other related duties.

REQUIREMENTS

EXPERIENCE: Two (2) years of experience in reviewing, verifying, authorizing, and/or providing information and assistance of a technical or fiscal nature in a public or private organization.

NOTE: Applicants who do not possess the required experience may substitute semester hour credits from an accredited college or university on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

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 the 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 May 16, 2024, to:

NJSPResumes@njsp.gov

-OR-

*Lavonda Wright, 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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