



# State of New Jersey

OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF STATE POLICE  
POST OFFICE BOX 7068  
WEST TRENTON, NJ 08628-0068  
(609) 882-2000

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

GURBIR S. GREWAL  
*Attorney General*

PATRICK J. CALLAHAN  
*Colonel*

**March 5, 2021**  
**NOTICE OF JOB VACANCY**  
**#I&IT 16-20P**

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

**TITLE:** Agency Services Representative Trainee  
**SALARY:** \$28,484.43  
**LOCATION:** Division of State Police  
Identification & Information Technology Section  
State Bureau of Identification Bureau  
Division Headquarters  
West Trenton, NJ 08628

**NUMBER OF VACANCIES:** Various

**DUTIES:** Under the close supervision of a supervisory official in a state department, agency, or institution, learns to perform front-line and behind the scenes customer and other support services involving the review, processing, and issuance of agency documents; provides information to customers regarding department/agency programs and services; does other related work as required.

**REQUIREMENTS**

**PROMOTION:** Applicants who successfully complete the six (6) month training period will be eligible for promotion to the titles of Agency Services Representative 1 in accordance with Civil Service Commission procedures.

The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation.

**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 and a current resume to:*

[NJSPResumes@njsp.org](mailto:NJSPResumes@njsp.org)

**-OR-**

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

**Announcement will remain open until the vacancies have been filled.**

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.



*"An Internationally Accredited Agency"*

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