



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

MATTHEW J. PLATKIN
Attorney General

COLONEL PATRICK J. CALLAHAN
Superintendent

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

September 1, 2023
NOTICE OF JOB VACANCY
#I&IT 07-23P

An opportunity currently exists within the Department of Law and Public Safety, Division of State Police, for State employees only, with permanent status, who meet the requirements listed below:

- TITLE:** Technician, Management Information Systems
- SALARY:** \$46,431.86 - \$65,324.75 (35 ww)
- LOCATION:** Identification and Information Technology Section
Information Technology Bureau
IT Systems Support Unit
Division Headquarters
West Trenton, NJ 08628

NUMBER OF VACANCIES: One (1)

DUTIES: Under general supervision, provide IT support to Division personnel, focusing on customer service with the goal of first contact resolution (FCR). Using a systematic approach, troubleshoot and resolve computer-related issues with hardware and software in the NJSP network environment. Image, configure, deploy, support, and maintain Division of State Police (DSP) desktop, laptop, and tablet computers, including accessories and peripherals. Provide access to network resources and aid in user account management using Active Directory administrative tools. Participate in meetings and training as directed. Use the Division's Help Desk ticket system to receive, process, resolve and document IT support requests. Have knowledge and experience in the use of Microsoft Office 365 applications, including SharePoint and Teams. Participate and assist in unit projects and mission. Communicate, understand, and document technical information.

REQUIREMENTS

EDUCATION: Completion of sixty (60) semester hour credits from an accredited college or university.

EXPERIENCE: One (1) year of experience in work involving information systems including responsibility for gathering, compilation, retrieval, maintenance, and distribution of financial, management, and/or other technical information in a public or private organization, or in providing user support and solving user problems in a help desk or related environment.

NOTE: Applicants who do not meet the above education requirement may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credit being equal to one (1) year of experience. Twenty-four (24) semester hours credits in data processing from an accredited college or university may be substituted for up to two (2) years of the education.

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 September 14, 2023 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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