



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

ANDREW J. BRUCK
Acting Attorney General

PATRICK J. CALLAHAN
Colonel

July 22, 2021
NOTICE OF JOB VACANCY
#SIS 05-20P

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 2
SALARY: \$34,400.54- \$47,936.99
LOCATION: Division of State Police
Special Investigations Section
High Tech Crime Bureau
Internet Crimes Against Children Unit
Hamilton, NJ

NUMBER OF VACANCIES: One (1)

DUTIES: Under limited supervision, uses an alphanumeric keyboard, image scanner, or other data entry input device to enter, edit and/or update data from varied source documents 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; provides guidance and direction to entry level operators; does other related duties as required.

REQUIREMENTS

EXPERIENCE: One (1) year of experience in the operation of an electronic data entry input device and/or alphanumeric keyboard to transcribe data into data processing equipment or computer.

SPECIAL NOTE: For positions where speed and volume are a factor, appointees will 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 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 before the closing date of August 4, 2021 to:

NJSPResumes@njsp.org

-OR-

*Lavonda Wright, Manager I
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.



"An Internationally Accredited Agency"

*New Jersey Is An Equal Opportunity Employer
Printed on Recycled Paper and Recyclable*

