



NEW JERSEY DEPARTMENT OF STATE

NOTICE OF JOB VACANCY

POSTING #: STA-2023-004	OPEN TO: State Employees and General Public
ISSUE DATE: January 24, 2023	CLOSING DATE: February 24, 2023
TITLE: Archivist 2 Range: P21 / Title Code: 74223	SALARY: \$58,031.09 - \$82,157.57
DIVISION: Archives	Location: 225 West State St., Trenton , NJ 08625

DEFINITION: Under direction of a supervisory official in the Department of State or in the Division of State Police, Department of Law and Public Safety, performs technical tasks related to the selection, arrangement, and description of archival materials; does related work as required.

PREFERRED EXPERIENCE: This is a collection management position. Experience in arrangement and description of collections, accessioning, and appraisal is preferred. Book cataloging experience will be considered a plus

REQUIREMENTS

EDUCATION: Graduation from an accredited college with a Bachelor's degree, supplemented by a Master's degree in Library Science or History.

EXPERIENCE: One (1) year of experience in an archival or historical agency or historical library.

SPECIAL NOTE: Appointment to this title may be made provisionally, pending the outcome of an open-competitive examination (PAOC). If selected for the position and appointed PAOC, you will be required to apply for the open-competitive examination, when issued by the Civil Service Commission for this title, pass and be reachable on the resulting eligible list to become permanent in the position. Appointees who fail to be reachable on the resulting CSC eligible list are subject to removal.

LICENSE: Appointee 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.

IMPORTANT NOTICE

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations. The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

FILING INSTRUCTIONS

APPLICANT INFORMATION: Applicants should submit a cover letter with posting number, resume, and employment application (employment application can be found here - <https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf>) by close of business (5:00 p.m.) on the closing date to Employment.Recruiter@sos.nj.gov

The New Jersey Department of State is an Equal Opportunity Employer