



## NEW JERSEY DEPARTMENT OF STATE

### NOTICE OF JOB VACANCY

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| <b>POSTING:</b> #STA-2025-021   | <b>OPEN TO:</b> General Public   |
| <b>ISSUE DATE:</b> October 3, 2025  | <b>CLOSING DATE:</b> October 17, 2025  |
| <b>TITLE:</b> Electronic Records Assistant<br>Temporary Employment Services (TES)/ Support Services | <b>SALARY:</b> \$16.00 - \$23.00 per hour commensurate with experience and education |
| <b>DIVISION:</b> Archives   | <b>Location:</b> Trenton, NJ   |

**DEFINITION:** Under the direction of a supervisor in a State department or agency, responsible for assisting with arrangement, inventorying, and reformatting of electronic archival materials; creation and extraction of descriptive data for collection finding aids and databases, using various software applications; transcription, data entry, and indexing of materials using various software applications; ensuring the accessibility of the digital resources through data clean-up, validation, and quality control of digital files; historical and legislative research; preparation of written scope-and-content notes and collection guides.

**ELECTRONIC RECORDS ASSISTANT (PRIMARY RESPONSIBILITY):**

- Assisting with the arrangement, inventorying, and reformatting of electronic archival materials, a.k.a. archival processing.
- Creation and extraction of descriptive metadata for collection finding aids and databases, using various software applications.
- Transcription, data entry, and indexing of materials using various software applications.
- Helps to ensure the accessibility of the digital resources through data clean-up, validation, and quality control of digital files.
- Historical and legislative research; preparation of written scope-and-content notes and collection guides.

**SUPPORT TO REFERENCE SERVICES (SECONDARY RESPONSIBILITY):**

- Retrieving manuscripts requested by researchers from the Archives' stack areas and returning them to their locations.
- Monitoring the use of archival materials by the public.

Related duties as required.

#### REQUIREMENTS

**EDUCATION:** Preference will be given to applicants with college-level credits in history.

**NOTE:** Other requirements include:

- Ability to lift 40-lb. containers repeatedly, throughout the day.
- Experience with archival processing, metadata creation, digitization, or care of born-digital materials will be a considered a major plus.
- Good inter-personal communication skills and interest in working with the public will also be considered a plus.

Preference will be given to applicants with experience working in an archives or library.

**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 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.

**SAME APPLICANTS:** If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B Letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

**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:** Forward a cover letter, resume, unofficial transcripts and employment application electronically to: [Employment.Recruiter@sos.nj.gov](mailto:Employment.Recruiter@sos.nj.gov) by 5:00pm on the closing date. You must include the Job Posting #, and Last Name in the subject line of your email. Employment Application can be found here <https://www.nj.gov/csc/about/publications/forms/pdf/DPF-663.pdf>. Failure to provide all application materials requested may result in your ineligibility.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating its U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

The New Jersey Department of State is an Equal Opportunity Employer