



## NEW JERSEY DEPARTMENT OF STATE

### NOTICE OF JOB VACANCY

<b>POSTING #</b> STA- 2026 - 003	<b>OPEN TO:</b> General Public
<b>ISSUE DATE:</b> March 6, 2026	<b>CLOSING DATE:</b> March 20, 2026
<b>TITLE:</b> Geographic Information Systems Specialist 1 Range R28/ Title Code 03177	<b>SALARY:</b> \$88,529.64- \$130,338.54
<b>DIVISION:</b> Business Action Center/Planning	<b>Location:</b> Trenton, NJ

**DEFINITION:** Under direction of a supervisory official, supervises the work of a Geographic Information Systems (GIS) Unit, and coordinates unit activities with the user community on statistical and geographic information needs and applications; has charge of complex GIS projects involving full responsibility for the implementation of all phases of project(s); or leads GIS projects developed for other agencies and has responsibility for the performance of nondirect staff; does other related duties.

#### REQUIREMENTS

**NOTE:** Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Eight (8) years of professional experience with geographic information systems, including computer graphics and computer hardware digitizing procedures, at least one (1) year which shall have included responsibility for the independent coordination and analysis of computerized geographic survey data.

#### OR

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience, at least one (1) year of which shall have included responsibility for the independent coordination and analysis of computerized geographic survey data.

#### OR

Possession of a master's degree in Geography or Environmental Science including or supplemented by the additional credits indicated below; and three (3) years of the above-mentioned professional experience, at least one (1) year of which shall have included responsibility for the independent coordination and analysis of computerized geographic survey data.

#### OR

Possession of a specific bachelor's degree in Geography, Environmental Science or related field with twelve (12) semester hours in computer mapping/GIS which shall have included spatial programming and digital image processing; and three (3) years of the above-mentioned professional experience, at least one (1) year of which shall have included responsibility for the independent coordination and analysis of computerized geographic survey data.

#### NOTE:

A degree in Urban/Regional planning is preferred.

**NOTE:** "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

**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.

#### **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