



NEW JERSEY DEPARTMENT OF STATE

NOTICE OF JOB VACANCY

POSTING # STA-2026-012	ISSUE DATE: July 24, 2026
TITLE: Software Development Specialist 1 Range P21/ Title Code 10237	CLOSING DATE: August 7, 2026
DIVISION: Administration	SALARY: \$66,592.01 - \$97,353.91
LOCATION: Trenton, NJ	OPEN TO: General Public

DEFINITION: Under close supervision and monitoring in a state or local government agency, performs analysis, maintenance, programming and support work on modules of existing systems; may develop web applications or websites; does other related work.

Under general supervision, this position supports application and web development initiatives across the Department of State (DOS), with a focus on building and maintaining forms, workflows, and integrations using SimpliGov, Salesforce, and the Microsoft Power Platform (Power Apps, Power Automate, Power BI). The role works closely with business units and IT leadership to translate operational needs into functional, user-friendly digital solutions supporting DOS divisions and public-facing services.

Primary responsibilities include developing and maintaining SimpliGov forms and workflows to support digital intake and processing needs; configuring and customizing Salesforce objects, workflows, and reports to support data structures, models, and business processes; writing and optimizing SQL queries for data extraction, reporting, and integration between systems; and building, maintaining, and troubleshooting Power Platform solutions (Power Apps, Power Automate flows, and Power BI dashboards) to automate processes and improve efficiency. The position also provides front-end development and ongoing support for the department's public and internal websites, requiring working knowledge of HTML, CSS, and JavaScript to implement, update, and troubleshoot site content and functionality.

Additional duties include analyzing data across systems (Salesforce, SimpliGov, SQL databases) to produce reports and analytical outputs; documenting processes and configurations; collaborating with vendors and internal stakeholders to resolve technical issues; and recommending improvements to existing systems and workflows. Experience with Lightning Web Components, Apex (classes, triggers, test classes), and Visualforce is a plus. Candidates should have strong analytical and written communication skills, attention to detail, and the ability to manage multiple concurrent projects in a fast-paced government IT environment.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

REQUIREMENTS

Five (5) years of professional experience in programming, systems programming or computer analysis.

OR

Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.

OR

Possession of a master's degree in an information technology field.

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.

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: 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, 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.

AVAILABLE BENEFITS: As a NJ State Department, Department of State provides a comprehensive list of benefits to the employees. The benefits include, but are not limited to, the following:

- Alternate Work Week*
- Telework*
- Deferred Compensation
- Health and Life Insurance with Partial Vision Reimbursement
- Flexible and/or Health Spending Accounts (FSA) & (HSA)
- Benefit Leave Time* Varies depending on years of service
- NJ Pension Plan (NJ Public Employees' Retirement System - PERS)
- Flexible and/or Health Spending Accounts (FSA) & (HSA)
- Paid Time Off
- 13 State Holidays

* Pursuant to Department's Policy, Procedures, and/or guidelines

FILING INSTRUCTIONS

APPLICANT INFORMATION: Forward a cover letter, résumé, unofficial transcripts and employment application electronically to Employment.Recruiter@sos.nj.gov by 5:00 pm 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.

RÉSUMÉ 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