



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 095 - S	ISSUE DATE: August 12, 2026	CLOSING DATE: August 26, 2026
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TITLE: Printing Operations Technician 1	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Administration	TITLE CODE: 41441 RANGE: A15
UNIT: Printing Services	WORKWEEK: 35 Hours
LOCATION: 101 Carroll Street, Trenton, NJ	SALARY RANGE: \$50,990.49- \$73,901.79

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Administration is seeking a Printing Operations Technician 1 within the Printing Services Unit. The Printing Operations Technician 1 will perform entry-level professional work.

The Printing Operations Technician 1 will perform tasks such as:

- Provide customer service by greeting visitors, answering phone lines, and responding to calls, emails, and inquiries from clients, offering basic information about services, estimates, deliveries, etc.
- Assist new clients with completing the TAPS print request form, and account number look-up. Forwards more complex inquiries to unit supervisors or management.
- Assist supervisor or upper-level staff with the operation of Digital Print equipment in the shop, including but not limited to: Multifunction Office copy machines, Digital Monochromatic Printers, Digital Color Laser Printers, Digital Ink-Jet Printers, scanners, wrapping, banding, tape binding, laminating, etc.
- Confirm project worksheet specifications, help with set-up, create a finished sample, and receive approval prior to proceeding with job.
- Assist with finalized projects, proofs, and samples for customer pick-up, delivery, or shipping.
- Ensure completed projects are securely packaged and clearly labeled for easy identification, as outlined in the "Treasury Printing Services Employee Handbook." This includes attaching a sample copy to the outside of the package, box, or carton.
- Complete and attach the pick-up/ delivery slip (with the date) to finished orders or proof.
- Place packages in the appropriate section (delivery/ pick-up/ ship).
- Utilize office equipment and software; uses Multi-functional Device for producing copies, scanning, and faxing documents as needed.
- Ensure supplies are readily available and replace toner and paper as necessary.
- Use Microsoft and Adobe applications for emails, updating monthly report logs, and creating in-house memos, flyers,
- Receive, sort and disperse incoming mail, to appropriate unit or persons.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's Alternate Workweek Program (AWP), which offers eligible employees alternative work hours and schedules to facilitate a more vital work-life balance. The AWP does not change the number of hours worked per pay period; however, it allows for a varied distribution of work hours during the week to grant an additional day or half-day(s) off, as approved by management. Details will be made available throughout the interview process. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.



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POSITION REQUIREMENTS

Education & Experience:

Completion of a vocational, technical, or specialized training program in graphic and printing communications with course work including printing techniques, copy preparation, composition and layout, and graphic art.

-AND-

Two (2) years of experience in work involving printing and graphic art techniques, layout, equipment, and supplies.

-OR-

Applicants who do not possess the required education may substitute two (2) years of additional nonsupervisory experience.

Note:

"Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

License:

Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

IMPORTANT NOTES

Open to the following:

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.



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GENERAL INFORMATION

- Vacancy Notice:** This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.
- Foreign Degrees:** Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense and must be included in your application submission by the closing date.
- Residency:** In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.
- Work Authorization:** Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

If you are qualified, please submit the documents listed below by 5:00 p.m. on August 26, 2026:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the **"2026-095-S Printing Operations Technician 1"** in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer