



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #:
2026-109-P

ISSUE DATE:
August 13, 2026

CLOSING DATE:
August 27, 2026

TITLE: Data Entry Operator 1

OPEN TO: General Public

DIVISION: Revenue and Enterprise Services

TITLE CODE: 53292

RANGE: A 09

UNIT: Various

WORKWEEK: 35 Hours

LOCATION: 200 Woolverton Street, Trenton, NJ

SALARY RANGE: \$41,070.21 - \$56,480.73

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Revenue and Enterprise Services is seeking to fill multiple Data Entry Operator 1 vacancies.

Data Conversion Unit:

The primary focus for appointees will be to carry out a computer application modernization project by replacing the 40-year-old mainframe data Capture and Retrieval System DCR with a modern web-based system called ImageTrust (DCS). Appointees will process and digitize various documents by scanning and keying accurately information on the various forms (example: Tax, Inheritance, Estate, etc.)

Appointees will be responsible for accurately transcribing data from tax forms and agency documents (paper or image) into designated data processing systems, including DCR, DCR 2, PCCR, and DREAMS. Appointees will ensure all checks are properly accounted for in money batches before forwarding to the control unit.

Appointees will operate data entry equipment to input, update, and retrieve data following on-screen commands and instructions. Appointees will need to possess strong attention to detail and accuracy to compile, sort, and confirm completeness of documents prior to data entry, maintain a daily production log for supervisor review, and detect hardware malfunctions and promptly notify the supervisor. Perform other related duties as assigned.

IBML Scanning: Hours for this unit's vacancy may be as followed: 2:00 p.m. to 10:00 p.m.

Appointees will operate keyboard, scanning, or other input devices or equipment to transcribe data from standard source documents onto data storage or data processing equipment and/or through direct on-line hook up to a computer. Appointees use document tools and key verifications to capture and fix scanned images. They check data for accuracy and completeness by reviewing screens, fixing obvious mistakes, re-typing unmatched entries, and using verification software.

Appointees will operate data entry equipment to input, update, and retrieve data following on-screen commands and instructions. Appointees will need to possess strong attention to detail and accuracy in order to compile, sort, and confirm completeness of documents prior to data entry, logs and maintains operating production and error rates for each task and type of document imaged, and detect hardware malfunctions and promptly notify the supervisor.

Appointees will perform a variety of data entry related clerical duties such as record searching, coding, verification, filing, and logging received and completed assignments for work-flow documentation purposes. Appointees will be responsible for loading office equipment with required input and output media, search and extract data from computerized records, and prepare basic trouble reports.

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.

POSITION REQUIREMENTS

Education & Experience:

This is an entry-level position. Formal education and experience are not required.

Special Note:

Appointees may be required to demonstrate proficiency in keyboarding, typing and/or document scanning.

IMPORTANT NOTES

Starting Salary:

While in accordance with N.J.A.C. Title 4A, new appointments are limited to a starting salary between Step 2 and Step 4 of the salary range, the NJ Compensation Compendium issued for Fiscal Year 2027 allows for new appointments to be made up to step 7 of the salary range.



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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.
- NJ SAME Program:** In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit <https://nj.gov/csc/same/overview/index.shtml>.
- NJ Veteran's Preference:** New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).
- 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 27, 2026:

- Cover letter/Letter of interest
- Resume
- If you have established Veteran's Preference, you must include a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS to apply your preference to this job vacancy posting.
- If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date.

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2026-113-P-Data Entry Operator 1" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent/sd
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer