



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 105 - P	ISSUE DATE: October 20, 2025	CLOSING DATE: November 3, 2025
-------------------------------------	--	--

TITLE: Information Technology Assistant	OPEN TO: General Public
DIVISION: Revenue and Enterprise Services	TITLE CODE: 53301 RANGE: A11
UNIT: Desktop	WORKWEEK: 35 Hours
LOCATION: 50 West State Street, 4th Floor, Trenton, NJ	SALARY RANGE: \$41,416.30 - \$59,618.70

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Revenue and Enterprise Services is seeking an Information Technology Assistant. Under the close supervision of an employee in the information technology area, perform physical inventories of desktop computers, laptops, printers, and Multi-functional devices (MFDs) within the buildings and locations of the Treasury clients and other clients supported by DORES. Obtain existing inventory reports for all electronic devices (desktops, monitors, laptops, etc.) that are assigned to Treasury and other clients supported by DORES. Obtain floor plans for inventory preparation from Interdepartmental Security Unit (ISU). Develop communications directly with IT representatives or clients' supervisors to inform them of the requirement to take physical inventory of all employees' electronic equipment assigned to them and the days and times of this work being done in their building. Physically locate and check State required asset tag and manufacturer's serial numbers on electronic equipment (desktops, monitors, docking stations, etc.) to ensure it matched main inventory list print out. Record and indicate any discrepancies or obsolete equipment or add new equipment found onto correctional handwritten forms. Search by asset tag number to record changed inventory information in on-line inventory system used by DORES recording the User's name, physical work location, type of device being used and if the status of equipment is operational or retired. Also input new inventory information into the on-line system.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. 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.



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSITION REQUIREMENTS

Education & Experience:

Successful completion of four (4) high school courses in computer programming, web design, data security, ethical matters in computer science, global impact of advancements in computer science, animation, robotics, computer repair, graphic design, app development, medial technology, or any related information technology area.

-OR-

Successful completion of a one (1) year technology training program in the operation of computers.

-OR-

One (1) year of experience in computer operator work involving the operation of computers and peripheral equipment, systems analysis and programming, scheduling, technical support, and/or computer operations in the data processing field.

-OR-

One (1) year of equivalent experience and/or training as determined by the hiring authority.

IMPORTANT NOTES

Starting Salary:

In accordance with N.J.A.C. Title 4A and FY26 Compensation Compendium SR26:3B, new appointments will be limited to a starting salary between Step 1 and Step 9 of the salary range.



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

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 November 3, 2025:

- 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 **"2025- 105 - P Information Technology Assistant"** 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