



## NEW JERSEY DEPARTMENT OF STATE

### NOTICE OF JOB VACANCY

<b>POSTING:</b> #STA-2024-018	<b>OPEN TO:</b> General Public
<b>ISSUE DATE:</b> May 20, 2024	<b>CLOSING DATE:</b> June 3, 2024
<b>TITLE:</b> Reference Assistant Temporary Employment Services (TES)/ Support Services	<b>SALARY:</b> \$16.00 - \$21.00
<b>DIVISION:</b> Archives	<b>Location:</b> Trenton, NJ

**DEFINITION:** Assist researchers in the State Archives' public research rooms with historical, legal and genealogical research. Instruct and assist researchers in use of microfilm equipment. Assist staff in answering basic mail and telephone inquiries, or directing inquiries to the appropriate professional staff person. Assist Reference staff with mail reference (including pricing/making/sending out photocopies of documents). Retrieve manuscripts requested by researchers from the Archives' stack areas and returning them to their locations. Monitor the use of archival materials by the public. Assist with inventorying, indexing and labelling of archival materials and microfilm collections. Data-entry from original records and indexes using word-processing and database software. Other related duties as required.

**NOTE:**

Other requirements include:

- Ability to lift 40-lb. containers repeatedly, during the day
- Good inter-personal communication skills and interest in working with the public.

**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

**EDUCATION:** Preference will be given to applicants with college-level credits in history.

**EXPERIENCE:** Preference will be given to applicants with experience working in an archives or library.

**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](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