



*State of New Jersey*

OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 080  
TRENTON, NJ 08625-0081

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

GURBIR S. GREWAL  
*Attorney General*

JENNIFER E. FRADEL  
*Administrator*

**March 9, 2018**  
**NOTICE OF JOB VACANCY**  
**#18-15**

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of State Police, for Department of Law & Public Safety employees only who meet the requirements listed below:

**TITLE:** Information Technology Specialist

**SALARY:** \$51,529.95 - \$72,953.46

**LOCATION:** Division of State Police  
Identification & Information Technology Section  
Network Services Unit  
River Road, W. Trenton, NJ 08628-0068

**NUMBER OF VACANCIES:** Two (2)

**DUTIES:** Under the direct supervision of the Network Services Unit supervisor or designee, actively involved in the usage and administration of Microsoft applications including, but not limited to, Active Directory, SharePoint and Identity Manager. implement and maintains various Microsoft applications associated with the changing needs of the Division; prepares training programs and instructions to illustrate existing or upgraded Microsoft operating systems and components to users; installs software updates and patches to network operation systems, server-based applications, and centralized services; installs hardware upgrades for network servers, gateways, and associated devices; performs other related duties as required.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with an Associate's degree in Computer Science or Computer/Information Technology.

**EXPERIENCE:** One (1) year of experience in at least one of the following areas: the design and preparation of programs for electronic data processing utilizing current operating systems, modification of systems software and multiprogramming technology; or the development, maintenance, or installation of application programs; or in performing technical support functions within a direct access device environment, or the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN) environment.

**NOTE:** Technical support functions include experience in resolution of online production and/or communications network problems, and/or code modification, testing, and debugging of program modules in an online environment, and/or space allocation and control of direct access storage devices (DASD management).

**NOTE:** A Bachelor's or Master's degree in Computer Science may be substituted for one (1) year of indicated experience.

**NOTE:** A general Bachelor's degree from an accredited college or university may be substituted for the Associate's degree.

**SPECIAL NOTE ON SUBSTITUTING EXPERIENCE FOR EDUCATION:** Experience in the study of work methods/processes, analysis of varied types of data, design and preparation of systems/programs, operation of multiprogramming computer systems and work in the data processing support areas of input/output control or reliability support may be substituted for the required education on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** Evidence of formal training in Computer Science/Information Technology received at an accredited institution may be submitted with your application for evaluation by the Department of Personnel for possible credit. These training courses will be examined to see how they compare, both in hours/content, to college courses to which they equate, sixteen (16) training hours being equal to one (1) college credit. In house training courses will not be accepted as meeting this criterion; thus, they will not be evaluated.

**LICENSE:** Appointees 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 essential duties of the position.

**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 the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

*If interested, please send a cover letter indicating job vacancy #18-15 and current resume before the closing date of March 23, 2018 to:*

[njsp\\_resumes@gw.njsp.org](mailto:njsp_resumes@gw.njsp.org)

**-OR-**

Terri Kuntz, Manager 2  
Division of State Police  
Office of Human Resources  
PO Box 7068  
W. Trenton, NJ 08628-0068

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

