



*State of New Jersey*

PHILIP D. MURPHY  
*Governor*

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

GURBIR S. GREWAL  
*Attorney General*

SHEILA Y. OLIVER  
*Lt. Governor*

JENNIFER E. FRADEL  
*Administrator*

**October 30, 2018**  
**NOTICE OF JOB VACANCY**  
**#18-295**

Opportunities currently exist in the classified service with the Department of Law and Public Safety, Office of the Attorney General, for applicants who meet the requirements specified below:

- TITLE:** Computer Operator Assistant
- SALARY:** \$34,510.37 - \$48,160.94
- LOCATION:** Office of the Attorney General  
Information Technology Section  
Richard J. Hughes Justice Complex, Trenton, NJ

**NUMBER OF POSITIONS AVAILABLE:** Three (3)

**DUTIES:** Under close supervision in the Department of Law & Public Safety, Information Technology Section, receives advanced technical on-the-job training in the operation of a large scale multi-programmed computer and its peripheral devices; learns how to provide end user support; assists with helpdesk tickets and troubleshoots issues concerning the procedures and techniques of equipment operation and work processes and methods; observes and learns the operation of the system console; assists in the maintenance of equipment logs and records; does other related duties as required.

**REQUIREMENTS**

Successful completion of a one (1) year technological training program in the operation of electronic computers or one (1) year of experience in the operation of data processing related equipment, e.g. data entry, microfiche, electronic accounting machine operations.

**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 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 #18-295 and current resume before the closing date of November 13, 2018 to:***

Recruitment Coordinator  
[LPS.Humanresources@lps.state.nj.us](mailto:LPS.Humanresources@lps.state.nj.us)

or

Recruitment Coordinator  
Office of the Attorney General  
P.O. Box 081  
Trenton, NJ 08625-0085

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.

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.

