



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025-038-P	ISSUE DATE: March 14, 2025	CLOSING DATE: March 28, 2025
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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: \$40,015.75 - \$55,843.87

JOB DESCRIPTION

The New Jersey Department of 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 pilot 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, Pension, supplemental pension plan, tax saving programs, and paid holidays.



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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, new appointments will be limited to a starting salary between Step 1 and Step 4 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 in accordance with Civil Service Commission rules and regulations.

SAME Applicants:

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.

Veteran's Preference:

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

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. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, OPT, or 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 March 28, 2025:

- Cover letter/Letter of interest
- Resume
- Proof of training certificate or credits (unofficial transcript reflecting the courses and credits awarded or copy of certificate or diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2025-038-P-Information Technology Assistant" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer