



NEW JERSEY DEPARTMENT OF STATE

NOTICE OF JOB VACANCY

POSTING: #STA-2023-044	OPEN TO: General Public
ISSUE DATE: September 1, 2023	CLOSING DATE: September 15, 2023
TITLE: Publications Assistant Temporary Employment Services (TES)/ Support Services	SALARY: \$16.00 - \$24.00 per hour commensurate with experience and education
DIVISION: Archives	Location: Trenton, NJ

DEFINITION: Under the direction of a supervisor in a State department or agency, responsible for digital scanning of archival materials in various formats; creation and extraction of descriptive data and metadata relating to archival materials; transcription and data entry from original documents, finding aids, and hard-copy indexes using various software applications; historical and legislative research relating to State Archives collections and subjects of specific study; preparation of digital materials, including graphics and texts, for website publication; organization and data-related projects using various software applications.

REQUIREMENTS

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

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.

NOTE: Other requirements include:

- Ability to lift 40-lb. containers repeatedly, during the day.
- Experience with reading script will be a considered a major plus.
- Preference will be given to applicants with experience working in an archive or library, or with historical materials.
- Preference will be given to applicants with working knowledge of database and spreadsheets applications.

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, 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: Applicants should submit a cover letter with posting number, resume, transcripts, and employment application (employment application can be found here - <https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf>) by close of business (5:00 p.m.) on the closing date to Employment.Recruiter@sos.nj.gov

The New Jersey Department of State is an Equal Opportunity Employer