



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Technical Assistant MIS [Special Services (Hourly)]			Salary \$23.43/ hour
Posting Number 380-18	Position Number 804641	Number of Positions 1	Posting Period * From: 12/4/2018 To: 1/31/2019
Location: DOH-HIV, STD & TB Services 50 East State Street, 3rd Floor Trenton NJ 08625		Scope of Eligibility/Open to: Applicants who Meet the Requirements	
GENERAL DESCRIPTION			
<p>Responsible for the web design for the Division of HIV, STD and TB Services, specifically existing information processing system operation, performing technical functions in support of management information systems to process financial, program and other information unique to this unit. This will include producing web page design, layouts and publications using TeamSite Content Center Professional software, HTML, CSS, JavaScript, and UX strategies and principles. Will design sites that are 508 compliant using visual design principles and design software ensuring the security of data, software and hardware. Responsible for input, processing and output of data, spreadsheets, web pages, and other departmental computer operations. Strong communication, time management and customer service/interpersonal skills is necessary.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Completion of sixty (60) semester hour credits from an accredited college or university. NOTE: Two (2) years of experience in the gathering, retrieval, maintenance, compilation, and distribution of technical information in a public or private organization may be substituted for the above education requirement. NOTE: Twenty-four (24) semesters hours credits in data processing from an accredited college or university may be substituted for up to two (2) years of the required education and/or experience. 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 essential duties of the position.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> • Forward the required documents electronically to: PSTHIVAIDS@doh.nj.gov • Mail the required documents to: Patricia Laird, Administrative Assistant 2 HIV, STD and TB Services Reference Posting #380-18 New Jersey Department of Health PO Box 363 Trenton, NJ 08625-0363 		<p>Required documents:</p> <ul style="list-style-type: none"> • cover letter • resume • completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>	

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - ***The New Jersey Department of Health is an Equal Opportunity Employer.***