State of New Jersey

MIKIE SHERRILL
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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November 4, 2026
NOTICE OF JOB VACANCY
#26-304

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of Administration, for applicants who meet the requirements indicated below:

TITLE: Information Technology Specialist

SALARY: $66,592.01 to $97,353.91

LOCATION: Division of Administration
Information Technology Section
25 Market Street, Trenton, NJ
Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direct supervision in a state department, agency, data center, institution, or state college, assists in at least one of the following areas: the design and preparation of least complex operation routines and computer programs for electronic data processing equipment utilizing required and current software, operating systems, and multiprogramming technology; the control and/or implementation/maintenance of highly technical operating systems associated with new generations of computers to function toward optimum utilization of available hardware/software using comprehensive knowledge of the operating system function; the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN), maintenance of centralized, decentralized and remote network services, network security, data integrity, network performance monitoring, network problems resolution, and user support; does other related duties as required. This position may require availability for on-call duty outside of regular business hours, including evenings, weekends, and holidays, as necessary to address urgent or critical matters. The selected candidate must be prepared to respond, remotely or on-site, as directed by supervisory staff and in accordance with established protocols and procedures, to perform the essential duties of the position. Please see the Civil Service Commission (CSC) job specification for additional information at info.csc.nj.gov/jobspec/53262.htm.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with an associate 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 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.

PREFERENCE: Preference will be given to candidates with experience in technical support, including resolving online production and/or communications network issues; code modification, testing, and debugging in an online environment; and/or DASD space allocation and management.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, you must check the box when completing your online application and submit your Schedule A or B letter along with your resume and any other required supporting documents indicated below, on or before the closing date. For more information on the SAME Program please visit the NJ CSC SAME Program, email, or call CSC at (609) 292-4144, option 3.

RESUME NOTE: Eligibility determinations for experience and education will be based upon the resume and unofficial transcripts submitted at the time of application. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see CSC foreign degree information). Failure to do so may result in disqualification of your education towards eligibility.

BENEFITS: Appointees may be eligible for a comprehensive benefits package that includes health, dental, and life insurance; a prescription drug plan; and vision care reimbursement. Participation in retirement and deferred compensation plans, as well as flexible spending and health savings accounts may also be available. Eligible employees receive annual paid sick and vacation leave as well as paid State holidays. Positions may offer telework or an Alternate Work Week (AWP) schedule. Benefit eligibility may vary based on job duties, operational needs, and funding. For more information, visit NJDPB.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

HOW TO APPLY: If qualified, please submit a current resume, and a copy of your final unofficial transcripts and/or foreign degree evaluation (for education credit), to the Recruitment Coordinator using the following **link** on or before the closing date of **December 4, 2026**. For applicants who wish to submit a cover letter, please use the "other supporting documents" upload field when submitting your application. *Applications will not be accepted via email. All requirements must be met as of the closing date.*

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.