



# State of New Jersey

OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF STATE POLICE  
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TAHESHA L. WAY  
*Lt. Governor*

MATTHEW J. PLATKIN  
*Attorney General*

COLONEL PATRICK J. CALLAHAN  
*Superintendent*

**April 4, 2024**  
**NOTICE OF JOB VACANCY**  
**#FTSS 09-23D**

An opportunity currently exists within the Department of Law and Public Safety, Division of State Police, for Department of Law & Public Safety employees only, with permanent status, who meet the requirements listed below:

**TITLE:** Technical Assistant 3  
**SALARY:** \$57,420.37 - \$81,196.66 (NE ww)  
**LOCATION:** Forensic & Technical Services Section  
Office of Forensic Sciences Bureau  
Forensic Imaging Unit  
1200 Negrone Drive Hamilton, NJ 08691

**NUMBER OF VACANCIES:** One (1)

**DUTIES:** Under the general supervision and guidance of a supervisory official in the Forensic Imaging Unit, takes the lead over the technical and/or clerical staff regarding the creation and maintenance of quality manuals, policies and procedures; responsible for NIMS identification card system in accordance with OAG protocols; prepares routine correspondence (phone, email, forms, memos, periodic and daily reports, etc.) potentially requiring supervisor's signature; researches funding sources, assists in unit purchasing and grant application development, proposals, and review; does other related duties in support of unit functions as required.

### **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with an Associate's degree.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits equal to one (1) year of experience.

**EXPERIENCE:** Three (3) years of experience in providing support to functions such as grant/contract compliance monitoring, program monitoring, or fiscal compliance and budgetary assistance and/or providing technical assistance to state and/or local communities or agencies, completing forms or applications, reviewing documents for accuracy and content, resolving complaints, or interpreting rules, regulations, policies, and procedures for the public and/or others.

**NOTE:** Applicants who do not possess the required experience may substitute additional education as indicated on a year-for-year basis with thirty (30) semester hour credits equal to one (1) year of 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 the essential duties of the position.

***If interested, please send a cover letter indicating job vacancy number, copy of your transcript, which indicates the date your degree was conferred (required), and a current resume before the closing date of April 17, 2024, to:***

[NJSPPResumes@njsp.gov](mailto:NJSPPResumes@njsp.gov)

**-OR-**

*Lavonda Wright, Manager 2  
Division of State Police  
Office of Human Resources  
PO Box 7068  
W. Trenton, NJ 08628-0068*

The New Jersey Division of State Police 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. 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.



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