

**NEW JERSEY DEPARTMENT OF STATE
P.O. BOX 459 TRENTON, NJ 08625**

NOTICE OF JOB VACANCY (Pending Approval)

ISSUE DATE:	May 12, 2021	CLOSING DATE:	May 26, 2021
OPEN TO:	Interested individuals who meet the requirements	SALARY:	\$54,684.00-\$77,418.81
DIVISION:	New Jersey State Archives	POSTING #	STA-2021-007
TITLE:	Archivist 2		

DEFINITION: Under direction of a supervisory official in the Department of State or in the Division of State Police, Department of Law and Public Safety, performs technical tasks related to the selection, arrangement, and description of archival materials; does related work as required.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college with a Bachelor's degree, supplemented by a Master's degree in Library Science or History.

NOTE: All college degrees (both U.S. and non-U.S.) and/or transcripts from a college or university must already be evaluated for accreditation by the closing date of the posting. Transcripts (if required) must be submitted with your resume. Failure to comply with these requirements may result in ineligibility.

EXPERIENCE: One (1) year of experience in an archival or historical agency or historical library.

LICENSE: Appointees 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.

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.

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.

APPLICANT INFORMATION: Applicants should submit a cover letter with announcement number, resume, employment application (employment application can be found here) <https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf> and college transcripts by the closing date to Employment.Recruiter@sos.nj.gov

*Responses received after the closing date may be considered if the position is not filled.

The New Jersey Department of State is an Equal Opportunity Employer