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

NOTICE OF JOB VACANCY (Pending Approval)  

| ISSUE DATE: | May 19, 2021 | CLOSING DATE: June 19, 2021* |
| OPEN TO: | Interested individuals who meet the requirements | SALARY: $54,684.00 - $77,418.81 |
| DIVISION: | New Jersey State Museum | POSTING # STA-2021--009 |
| TITLE: | Museum Registrar, Archaeology/Ethnography |

**DEFINITION:** Under the limited supervision of a supervisory official in the State Museum, Department of State, determines, plans, executes, and makes decisions for the maintenance and preservation of all artifacts in the Bureau of Archaeology/Ethnography and those on loan to the New Jersey State Museum; monitors the recording and management of data on collections and materials entering or leaving the museum; monitors the location, condition, and documentation of all items in the archaeology/ethnography collection and on loan to the museum; aids in conducting excavations which contribute archaeological specimens to the collection; does other related duties as required.

**REQUIREMENTS:**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor’s degree in Archaeology or Anthropology, and a Master's degree in Archaeology, Anthropology, or Museum Professions such as Museum Studies, Collections Management, or Collections Care.

**NOTE:** This combination of undergraduate and graduate degrees is required.

**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 must be submitted with your resume. Failure to comply with these requirements may result in ineligibility.

**EXPERIENCE:** One (1) year of collections management experience with archeological or ethnographical artifacts.

**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](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