

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

**NOTICE OF JOB VACANCY
Hourly Position (Temporary Employment Services)**

ISSUE DATE: January 12, 2022

CLOSING DATE: January 26, 2022

OPEN TO: Individuals who meet the requirements

POSTING # STA-2022 - 002

DIVISION: Archives (Collection Management)

RATE: \$14.00-\$18.50 per hour based on education and experience.

TITLE: Processing Assistant (944 hours per fiscal year)

POSITION DUTIES:

Collection Management Duties

- Assisting with the arrangement, inventorying, and rehousing (foldering/reboxing) of archival materials, a.k.a. archival processing.
- Creation and extraction of descriptive data for collection finding aids and databases, using various software applications.
- Transcription and data entry from original documents and hard-copy indexes using various software applications.
- Labeling and arranging containers for manuscript and microfilm collections.
- Historical and legislative research; preparation of written scope-and-content notes and collection guides.
- Assistance with the physical management of collections, organization of storage areas, and monitoring archival environment.
- Other related duties as required.

Reference Services (secondary responsibility)

- Retrieving manuscripts requested by researchers from the Archives' stack areas and returning them to their locations.
- Monitoring the use of archival materials by the public.

REQUIREMENTS:

EDUCATION: Preference will be given to applicants with college-level credits in history.

EXPERIENCE: Preference will be given to applicants with experience working in an archives or library.

NOTE: Other requirements include:

- Ability to lift 40-lb. containers repeatedly, during the day
- Good inter-personal communication skills and interest in working with the public.

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 #2022-002 on subject line, resume and employment application (employment application can be found here) <https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf> by close of business (5:00PM) on the closing date (January 26, 2022) to Employment.Recruiter@sos.nj.gov

The New Jersey Department of State is an Equal Opportunity Employer