

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

NOTICE OF JOB VACANCY (Pending Approval)

ISSUE DATE:	August 1, 2022	CLOSING DATE:	August 22, 2022
OPEN TO:	State Employees	SALARY:	\$37,355.13 -\$52,130.08
DIVISION:	New Jersey State Museum	POSTING #	STA-2022-035
TITLE:	Customer Service Information Specialist 2		

DEFINITION: Under the supervision of the Curator of Education, manages group reservations, provides information and advice regarding department or agency policies, programs, services or functions; utilizes manual and electronic sources to access and provide information to the public at large; does other related duties.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with an Associates or Bachelor's degree, preferred but not required.

EXPERIENCE: Two (2) year of experience in disseminating, verifying and providing information to the public.

KNOWLEDGE AND SILLS:

Proficient computer skills and knowledge of database systems
Outgoing, friendly attitude and helpful natured
Experienced working with the public
Demonstrated problem solving skills and strong communication skills
Able to work independently as well as within a team environment.

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 (2022-035), 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