



## NEW JERSEY DEPARTMENT OF STATE

### NOTICE OF JOB VACANCY

<b>POSTING:</b> #STA-2024-033	<b>OPEN TO:</b> State Employees
<b>ISSUE DATE:</b> September 12, 2024	<b>CLOSING DATE:</b> October 10, 2024
<b>TITLE:</b> Media Technician 1 Range A15/Title Code 81542	<b>SALARY:</b> \$47,600.16 - \$66,849.45
<b>DIVISION:</b> State Museum	<b>Location:</b> Trenton, NJ

**DEFINITION:** Under the close supervision of a supervisory official in a State Department, assists in media usage consultation, information retrieval, production of graphic material, operation, maintenance, and distribution of audiovisual equipment, and control and distribution of expendable commercial art and audiovisual materials; does other related duties as required.

The functional title of this position, Digital Content Creator, operates digital video and still cameras, projection equipment and/or audio recorders for lectures, previews, and other occasions as required. In collaboration with Museum staff, creates, produces, edits digital content to create educational, marketing and social media content. Assists with event set-ups as needed. Forty (40) hour workweek; some weekend and evening work will be required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### REQUIREMENTS

**EDUCATION:** One (1) year of formal training at a vocational or technical school or college in audiovisual production, graphics, and photography, and/or electronic theory, practice, and equipment.

**EXPERIENCE:** One (1) year of experience in media production, equipment, and photographic or media software.

**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.

#### IMPORTANT NOTICE

**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.

**SAME APPLICANTS:** If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B Letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

**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. The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

### **FILING INSTRUCTIONS**

**APPLICANT INFORMATION:** Forward a cover letter, resume, unofficial transcripts and employment application electronically to: [Employment.Recruiter@sos.nj.gov](mailto:Employment.Recruiter@sos.nj.gov) by 5:00pm on the closing date. You must include the Job Posting #, and Last Name in the subject line of your email. Employment Application can be found here <https://www.nj.gov/csc/about/publications/forms/pdf/DPF-663.pdf>. Failure to provide all application materials requested may result in your ineligibility.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating its U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

The New Jersey Department of State is an Equal Opportunity Employer