



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 113 - P	ISSUE DATE: November 12, 2025	CLOSING DATE: November 26, 2025
-------------------------------------	---	---

TITLE: Information Technology Specialist	OPEN TO: General Public
DIVISION: Revenue and Enterprise Services	TITLE CODE: 53262 RANGE: P 21
UNIT: Desktop Unit	WORKWEEK: 35 Hours
LOCATION: 50 W. State Street, Trenton, NJ	SALARY RANGE: \$64,340.11 - \$94,061.71

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Revenue and Enterprise Services seeks Information Technology Specialists to fill vacancies within the Desktop Unit. The Division of Revenue and Enterprise Services is currently seeking a reliable and customer-focused Help Desk Technician to join their IT support team. In this role, the incumbent will serve as the secondary point of contact for users experiencing technical issues, providing support in person, over the phone, and via email. The Information Technology Specialist will be responsible for diagnosing and troubleshooting hardware, software, and network problems using diagnostic tools, as well as installing, configuring, and maintaining computer systems and related equipment. The ideal candidate will have a strong understanding of IT systems, excellent communication skills, and a proactive approach to problem-solving. Will also document technical issues and solutions to support future troubleshooting efforts, create user-friendly training materials, and conduct training sessions as needed. Additional responsibilities include: imaging of hardware, updating inventory system, providing remote support, repairing hardware, configuring software, and maintaining stable operating environments. When necessary, will escalate complex issues to senior IT personnel and collaborate with other team members to ensure timely and effective resolutions. This is a great opportunity for someone who enjoys helping others, thrives in a fast-paced environment, and is eager to grow their technical skills within a supportive team.

EXAMPLES OF WORK:

- Prepares flowcharts and block diagrams and codes program modules of the least complexity for application systems development. May prepare charts, programs, and instructions needed to illustrate an operating system and its components. Prepares complete program documentation in accord with established standards.
- Performs desk checking of program modules and prepares remote testing documentation prior to submitting programs to information processing operations for testing. Checks program module coding to determine program deficiencies and corrects coding as necessary. Maintains production application programs/program modules as necessary.
- Prepares systems control statements and utility program parameters for later use by data processing analysts in obtaining information processing operations signoff and may assist in conducting application parallel testing. May study operating systems and available software to determine which programming technique will result in optimum timing, storage utilization, and overall efficiency. Studies procedural difficulties and operating problems and confers with analysts, programmers, and supervisors toward resolution.
- Monitors production reliability, performs detailed analysis of data processing related operational problems, and determines causes and applies temporary or permanent fixes. Provides technical assistance to other data processing personnel on problems dealing with operating systems, computers, utility programs, system control parameters software/hardware, and application system programs.
- Installs the proper mix of vendor/manufacture supplied software, and implements new software and operating system modifications minimizing adverse effects on current production and testing systems. Installs proprietary software packages designed to measure/improve system utilization including hardware/software monitors.
- Maintains availability of centralized, decentralized, and remote network services including file service, printing, local electronic mail, Internet electronic mail, office applications, remote access, Internet web connectivity, and mainframe gateway. May track/troubleshoot/correct network related issues either logged through the help desk and/or recorded through the monitoring of the network.
- Installs software updates and patches to network operating systems, server-based applications, and centralized services. Installs hardware upgrades for network servers, gateways, and associated telecommunication devices. Plans, configures, and troubleshoots networked devices including but not limited to printers, personal computers, facsimile, modems, plotters, and scanners. May administer user access to network resources and adds/modifies/deletes user accounts for file/print and dial-in servers.
- Monitors performance of servers and telecommunications devices (such as hubs, switches, and routers); installs, troubleshoots, tunes and optimizes such devices to maximize performance and throughput, and minimize downtime.



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

JOB DESCRIPTION (continued)

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.

POSITION REQUIREMENTS

Education & Experience: Graduation from an accredited college or university with an Associate's degree in Computer Science or Computer/Information Technology.

-AND-

One (1) year of experience in at least one of the following areas: the design and preparation of programs for electronic data processing utilizing current operating systems, modification of systems software and multiprogramming technology; or the development, maintenance, or installation of application programs; or in performing technical support functions within a direct access device environment, or the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN) environment.

Note: Technical support functions include experience in resolution of online production and/or communications network problems, and/or code modification, testing, and debugging of program modules in an online environment, and/or space allocation and control of direct access storage devices (DASD management).

Note: A general Bachelor's degree from an accredited college or university may be substituted for the Associate's degree.

Note: A Bachelor's or Master's degree in Computer Science may be substituted for one (1) year of indicated experience.

Special note on substituting experience for education: Experience in the study of work methods/processes, analysis of varied types of data, design and preparation of systems/programs, operation of multiprogramming computer systems and work in the data processing support areas of input/output control or reliability support may be substituted for the required education on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

Note: Evidence of formal training in Computer Science/Information Technology received at an accredited institution may be submitted with your application for evaluation by the Department of Personnel for possible credit. These training courses will be examined to see how they compare, both in hours/content, to college courses to which they equate, sixteen (16) training hours being equal to one (1) college credit. In house training courses will not be accepted as meeting this criterion; thus, they will not be evaluated.

IMPORTANT NOTES

Starting Salary: In accordance with N.J.A.C. Title 4A, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range.



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.

Foreign Degrees:

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense and must be included in your application submission by the closing date.

NJ SAME Program:

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit <https://nj.gov/csc/same/overview/index.shtml>.

NJ Veteran's Preference:

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

If you are qualified, please submit the documents listed below by 5:00 p.m. on November 26, 2025:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the **"2025- 113 - P Information Technology Specialist"** in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer