



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 096 - P	ISSUE DATE: July 20, 2026	CLOSING DATE: August 3, 2026
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TITLE: Information Technology Specialist	OPEN TO: General Public
DIVISION: Revenue and Enterprise Services	TITLE CODE: 53262 RANGE: P21
UNIT: Desktop Unit	WORKWEEK: 35 Hours
LOCATION: 50 West State Street, Trenton, NJ	SALARY RANGE: \$66,592.01 - \$97,353.91

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Revenue and Enterprise Services is seeking an Information Technology Specialist 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:

- Troubleshoot and resolve software, hardware and operating system errors; provide follow up 1 technical support to users via remote tools or field visit. Have a clear understanding of PC and printer hardware and software in order to diagnose and solve problems, including the ability to utilize various types of agency specific software. Evaluates, researches and solves technical issues on own or in team atmosphere.
- Image PC's with division specific images; configure per division standards; install, set up and configure workstations and printers as well as software needed per treasuries and standard configuration of the specific agency or division for both new deployments and user upgrades.
- Consult with network management and systems programming staff for problem diagnosis, assistance, and resolution
- Retrieve equipment and return to inventory for future use.
- Transport and set-up treasury PC's when users relocate.
- Uses system resources to implement and maintain software, apps, and systems.
- Maintains various hardware records and files via spreadsheets and or inventory programs.

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.



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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:

While in accordance with N.J.A.C. Title 4A, new appointments are limited to a starting salary between Step 1 and Step 4 of the salary range, the NJ Compensation Compendium issued for Fiscal Year 2026 allows for new appointments to this title to be made up to step 9 of the salary range.



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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 August 3, 2026:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)
- If you have established Veteran's Preference, you must include a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS to apply your preference to this job vacancy posting.
- 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.

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2026- 096 - P Information Technology Specialist" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent/sd
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer