



# State of New Jersey

OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF STATE POLICE  
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*Governor*

TAHESHA L. WAY  
*Lt. Governor*

MATTHEW J. PLATKIN  
*Attorney General*

COLONEL PATRICK J. CALLAHAN  
*Superintendent*

## February 24, 2025 NOTICE OF JOB VACANCY #ADMIN 23-24P

**OPEN TO:** Applicants who meet the requirements listed below:

**TITLE:** Technical Assistant 1, Purchasing

**SALARY:** \$43,620.21 - \$61,096.32 (35 ww)

**LOCATION:** Administration Section  
Fiscal Control Bureau  
Central Purchasing Unit  
Division Headquarters  
West Trenton, NJ 08628

**NUMBER OF VACANCIES:** One (1)

**DUTIES:** Under direction of a Technical Assistant 2 or other supervisory official, performs functions in support of purchasing operations; does related work as required.

### REQUIREMENTS

**EDUCATION:** Completion of sixty (60) semester-hour credits at an accredited college.

**EXPERIENCE:** One (1) year of paraprofessional or technical support experience in procurement/purchasing.

**NOTE:** Applicants who do not possess the required 60 semester hour credits may substitute additional experience as indicated above on a year-for-year basis.

**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.

**SPECIAL NOTE:** Appointment to this title may be made provisionally, pending the outcome of an open-competitive examination (PAOC). If selected for the position and appointed PAOC, you will be required to apply for the open-competitive examination, when issued by the Civil Service Commission for this title, pass and be reachable on the resulting eligible list to become permanent in the position. Appointees who fail to be reachable on the resulting eligible list are subject to removal.

**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.

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

*If interested, please send an email indicating the title and posting # in the subject line and include a current resume, copy of unofficial transcripts (this is required if using education to qualify), and any applicable licenses or certifications before the closing date of March 9, 2025 to:*

[NJSPresumes@njsp.gov](mailto:NJSPresumes@njsp.gov)

The New Jersey Division of State Police is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply. The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011 Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.



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