



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 - 074 - B	ISSUE DATE: May 2, 2024	CLOSING DATE: May 16, 2024
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TITLE: Printing Operations Technician 1	OPEN TO: General Public
DIVISION: Administration	TITLE CODE 41441 RANGE: A15
UNIT: Print Shop	WORKWEEK: 35 Hours
LOCATION: 101 Carroll Street, Trenton, NJ, 08609	SALARY RANGE: \$45,990.49 - \$64,588.90

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Administration, Print Shop seeks a Printing Operations Technician 1.

The Printing Operations Technician 1 will be assigned tasks related to printing work orders, customer service, inventory, and machine operation. Will be responsible to analyze printing requests; set up, operate, and adjust digital printing presses, copier machines, wide format printer, and bindery equipment. Will verify entered data against source documents, and record and monitor the use of materials, equipment, parts or supplies. This position provides customer service as needed, packages and prepares finished work for delivery, shipping or pick-up, acts as messenger, and assists with pickups, deliveries and/or receiving. Will assist with simple stock and clerical work. Does other job related duties as required.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot Alternate Workweek Program (AWP), which offers eligible employees alternative work hours and schedules to facilitate a more vital work-life balance. The AWP does not change the number of hours worked per pay period; however, it allows for a varied distribution of work hours during the week to grant an additional day or half-day(s) off, as approved by management. Details will be made available throughout the interview process. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

POSITION REQUIREMENTS

Education & Experience: Completion of a vocational, technical, or specialized training program in graphic and printing communications with course work including printing techniques, copy preparation, composition and layout, and graphic art.

Two (2) years of experience in work involving printing and graphic art techniques, layout, equipment, and supplies.

Substitution: Applicants who do not possess the required education may substitute two (2) years of additional nonsupervisory experience.

License: Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.



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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.
- Provisional Appointment:** Appointee will serve provisionally pending an open-competitive examination. In order to become permanent in this title, you must file for and successfully pass a Civil Service Commission open-competitive examination and be reachable for appointment in the resultant list, followed by a four (4) month working test period.
- Note to current State Employees:** Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.

GENERAL INFORMATION

- Vacancy Notice:** This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.
- SAME Applicants:** Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.
- Veteran's Preference:** Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.
- 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. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.
- Residency:** In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.
- Work Authorization:** Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, OPT, or H1B visas are not eligible for employment.



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INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed above 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 May 16, 2024:

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

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2024- 074 - B Printing Operations Technician 1" 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