



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 - 051 - P	ISSUE DATE: February 27, 2024	CLOSING DATE: March 19, 2024
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TITLE: Software Development Specialist 1	OPEN TO: General Public
DIVISION: Division of Revenue and Enterprise Services	TITLE CODE: 10237 RANGE: P21
UNIT: Solution Delivery- Web Design & SPS	WORKWEEK: 3E (35 hours)
LOCATION: 50 West State Street, Trenton, NJ 08625	SALARY RANGE: \$ 60,062.18 - 85,033.04

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Revenue and Enterprise Services is seeking a Software Development Specialist 1. Under close supervision and monitoring in a state or local government agency, performs analysis, maintenance, programming and support work on modules of existing systems; may develop web applications or websites; does other related work. For example, codes and unit tests software components based upon detailed specifications. May prepare test data for unit and integration testing. May do integration testing following a pre-defined test plan. Prepares flowcharts and block diagrams and codes program modules of the least complexity for application systems development. Maintains production application programs/program modules as necessary. Develops and maintains program documentation. May test and verify the function and performance of new software and changes to existing software. May design, build, and/or maintain a website, using authoring or scripting languages, content creation tools, management tools, and digital media. Carries out routine debugging of software problems following defined procedures. Identifies, documents, communicates, and solves problems with new and existing software. Develops design logic for less complex individual programs. Maintains essential records and files. Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office or related units.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot 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, Pension, supplemental pension plan, tax saving programs, and paid holidays.

POSITION REQUIREMENTS

Requirements: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hours are equal to one (1) year of relevant experience.

Five (5) years of professional experience in programming, systems programming or computer analysis.

OR

Possession of a bachelor's degree from an accredited college or university; and one (1) year of above-mentioned professional experience.

OR

Possession of a master's degree in an information technology field.

Note: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

License: Appointee 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 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.
- 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, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on **March 19, 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- 051- P- Software Development Specialist 1**” in the Subject Line)

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.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer