The New Jersey Department of the Treasury, Division of Property Management and Construction, is seeking a Locksmith to work in the Office of Building Management and Operations. The Office of Building Management and Operations (OBMO) is responsible for the management and maintenance of all treasury owned facilities within the State of New Jersey. To ensure that the State-Owned buildings are maintained and are up to date with State of New Jersey codes, OBMO requires an in-house Locksmith who will be assigned work, given written and/or oral instruction from a supervising State employee to complete new installations and perform repairs to existing locks and associated hardware. This position will maintain work plans and procedures for the installation, repair maintenance and make alterations of locks, door checks and keys of varied types. A master key book shall be maintained and updated for each building.

Standard workweek is Monday through Friday. Position offers a comprehensive benefits package including medical, prescription and prescription drug coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

**POSITION REQUIREMENTS**

**Experience:** Two (2) years of comprehensive experience in the repair, alteration and installation of locks, door checks and keys of varied types.

**License:** Appointees must possess a driver’s license valid in New Jersey in order to perform the essential duties of the position.

**Provisional Appointment:** Appointee will serve provisionally pending an 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.

**IMPORTANT NOTES**

**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](http://www.state.nj.us/csc/seekers/veterans).

**Starting Salary:** In accordance with CSC rules and regulations, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range. Current State employees’ salary will be calculated and made in accordance with CSC rules and regulations.

**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](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.
INTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on June 15, 2022:

- Cover letter/Letter of interest
- Resume

Treasury Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please list the “2022-047-P – Locksmith” 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
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer