

**NEW JERSEY DEPARTMENT OF STATE  
P.O. BOX 459 TRENTON, NJ 08625**

**NOTICE OF JOB VACANCY (Amended)**

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**ISSUE DATE:** July 22, 2022 **CLOSING DATE:** August 12, 2022  
**OPEN TO:** Interested individuals who meet the requirements **SALARY:** \$69,579.06 - \$98,899.62  
**DIVISION:** New Jersey State Archives **POSTING #** STA-2022-034  
**TITLE:** Archivist 1 (Electronic Records)

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**DEFINITION:** Under direction of a supervisory official, Division of Archives, Department of State, performs supervisory, administrative, and technical tasks related to one of the several functions of the Division; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; does related work as required.

**REQUIREMENTS:**

**EDUCATION:** Graduation from an accredited college or university with a Master's degree in Library Science or History.

**NOTE:** All college degrees (both U.S. and non-U.S.) and/or transcripts from a college or university must already be evaluated for accreditation by the closing date of the posting. Transcripts (if required) must be submitted with your resume. Failure to comply with these requirements may result in ineligibility.

**EXPERIENCE:** Two (2) years of professional experience in an archival or historical agency or historical library.

**PREFERRED KNOWLEDGE AND SKILLS:**

Demonstrated achievements and effective oversight in the area of electronic records management, including development of policy and workflows and the supervision of others.

Knowledge and utilization of the Preservica software and platform is preferred.

**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.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

**AUTHORIZATION TO WORK:** Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

**APPLICANT INFORMATION:** Applicants should submit a cover letter with announcement number (2022-034), resume, employment application (employment application can be found here) <https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf> and college transcripts by the closing date to [Employment.Recruiter@sos.nj.gov](mailto:Employment.Recruiter@sos.nj.gov)