

Office of Legislative Services

Notice of Vacancy

Title:	Communications Technician -1
Location:	Office of Legislative Services Information Technology Unit State House Annex West State Street, Trenton, New Jersey
Annual Salary:	\$46,125.00

The Office of Legislative Services (OLS) is an agency of the New Jersey Legislature established by law to provide professional, nonpartisan staff support services to the Legislature including its officers, members, committees and commissions. OLS operates under the authority of the Legislative Services Commission, a 16-member bipartisan panel with equal representation from each House of the Legislature.

The goal of OLS is to facilitate the work of the New Jersey Legislature and to enable and promote public understanding of the legislative process. As nonpartisan employees of the Legislature, OLS staff are prohibited from engaging in political activity or taking a public position with regard to any matter before the Legislature.

Description: Position learns to identify and resolve basic telecommunications systems, network switches, routers, video, and associated telecommunications devices' functionality issues for the Legislature. Duties include: performing basic telecommunications system installations and repairs following design or installation specifications; moving, configuring or testing related equipment and other products, including the proper installation of cables; and referring non-basic problems or defective products to the appropriate staff member.

Requirements:

Education:

- Associate degree in computer science, computer, or information technology, programming, systems administration or related degree from an accredited college or university.

Preferred Education:

- Bachelor's degree in computer science, computer, or information technology, programming, systems administration or related degree from an accredited college or university.
- CompTIA A+ Technician, Network +, or related technology certification from an accredited certification program.

- Internet Protocol Engineering Professional Certification (IPEP)

** Foreign degrees and/or transcripts must be evaluated by a recognized evaluation service such as the [National Association of Credential Evaluation Services](#) and [Association of International Credential Evaluators, Inc.](#) at applicant's expense. Please attach copy of transcript and evaluation with application. Candidates will not be considered for the position if they fail to provide all requested documents upon initial submittal.*

Experience:

- Six months of experience in installation, maintenance, troubleshooting and repair services for a telecommunications network.

Preferred Experience:

- Six months of experience with Cisco, LAN, wireless, and network platforms.

(or)
- Six months of experience with VOIP phone deployment, configuration, and maintenance.

Substitution:

- Applicants who do not have an associate degree may substitute additional experience on a year-for-year basis, and must have a minimum of 2.5 years of experience.
- Applicants who have successfully completed an internship, CompTIA A+ Technician, Network +, or related certification/s may substitute the internship and/or certification/s for experience, on a year-for-year basis.

Driver's License:

- Possession of a driver's license valid in New Jersey is required, as the operation of a vehicle is necessary to perform the essential duties of the position.

Lifting Requirement:

- Ability to move items weighing up to 50 pounds in a safe and effective manner is necessary to perform the essential duties of the position

Residency Law: Pursuant to the "New Jersey First Act", all persons newly hired by the Office of Legislative Services, unless exempted by the law, 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 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.

Please respond by: November 6, 2020

Please send cover letter and resume to:

Christin Knox, Director of Human Resources
Office of Legislative Services
Human Resources Office
PO Box 068
Trenton, New Jersey 08625
OLSHR@njleg.org

Date Posted: October 23, 2020

The Office of Legislative Services is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.