

Office of Legislative Services

Notice of Vacancy

Title: Network Technician 1 (3 positions)

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 is responsible for learning to identify and resolve basic networking equipment, hardware, and software functionality issues, and application failures, including PCs, printers, hubs, bridges and modems; and providing basic desktop computer system and application help desk technical assistance by assisting Legislative users with software and hardware problems and inquiries.

Duties include: responding to basic requests for service either in person or over the phone to configure and troubleshoot services, logging help desk requests, escalating non-basic requests to the appropriate staff member and other duties as assigned.

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.
- Microsoft Technology Associate (MTA) Certification

** 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 the installation, maintenance, troubleshooting and repair services for desktop computer systems.

Preferred Experience:

- Six months of experience providing help desk, LAN and wireless services.

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

Additional Requirements:

- 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.