



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Lt. Governor

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Administrator

January 4, 2019
NOTICE OF JOB VACANCY
#19-22

Opportunities currently exist in the classified service with the Department of Law and Public Safety, Division of State Police, for current State employees with permanent status in a competitive title who meet the requirements listed below:

TITLE: Technical Assistant Personnel
SALARY: \$44,835.21 to \$63,179.01
LOCATION: Division of State Police
Office of Human Resources
Payroll Unit and Time & Leave Unit
River Road, W. Trenton, NJ

NUMBER OF VACANCIES: Two (2); one (1) position in each unit.

DUTIES: Payroll - Provide technical support to the Payroll Unit in processing civilian and enlisted payrolls. Ensures the payrolls be processed in a timely and accurate manner; performs other related duties as required.

Time & Leave - Assists with the administration of the leave of absence program, donated leave program and furlough program for civilian and enlisted staff. Maintains the eCATS system and assists employees and supervisors as needed. Answers inquiries regarding health benefits for employees on leave and other related matters. Ensures the accurate dissemination of information to the employee as it relates to leaves or other related matters; performs other related duties as required.

REQUIREMENTS

EDUCATION: Completion of sixty (60) semester hour credits from an accredited college or university.

EXPERIENCE: Two (2) years of experience in technical, clerical personnel work involving the application of procedural rules, regulations, policies, and procedures.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

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.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

If interested, please send a cover letter indicating job vacancy #19-22, copy of your college degree and/or transcripts (required), unit preference and current resume on or before the closing date of January 18, 2019 to:

njsp_resumes@gw.njsp.org

-OR-

Terri Kuntz, Manager 2
Division of State Police
Office of Human Resources
PO Box 7068
W. Trenton, NJ 08628-0068

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

