



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 080
TRENTON, NJ 08625-0081

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

GURBIR S. GREWAL
Attorney General

JENNIFER E. FRADEL
Administrator

February 4, 2019
NOTICE OF JOB VACANCY
#19-58

This is a repost of vacancy #19-24; previous applicants need not reapply.

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

- TITLE: Agency Services Representative 2
SALARY: \$34,510.37 to \$48,160.94
LOCATION: Division of Law
Director's Office - Confidential Mail Services Unit
25 Market Street
Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under the limited supervision of a supervisory official within the Division of Law (DOL), Confidential Mail Services Unit, answers questions, explains rules, regulations, policies and procedures regarding mail services; clarifies and provides detailed instruction and information to Division of Law employees; receives, opens, time stamps, and routes incoming mail via US Postal service, UPS, FedEx, Lawyers Service by utilizing knowledge of legal terminology; determines litigation type, claim, appeal, OPRA, etc. and if the matter is time sensitive; uses various types of electronic information systems, including but not limited to, Case Tracking, NJ Direct, DOL Dashboard, and intranets; directs legal documents to the appropriate party within various Divisions, Departments and Sections of the DOL, and other State Agencies and Departments; prepares packages and labels for mailing purposes regarding litigation matters, notice of claims, class action cases, and litigation matters for Division of Criminal Justice and the Office of the Public Defender; verifies the information presented on official legal documents received and provides explanations when acknowledgements must be denied for service, as necessary; accepts service on behalf of the Attorney General; receives and sorts incoming hand deliveries of legal documents for acknowledgment of service; does other related work as required.

REQUIREMENTS

EXPERIENCE: Two (2) years of experience providing information and support to customers or clients, responding to technical inquiries and/or complaints regarding products, services or programs, or collecting payments in a government or office setting.

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 essential duties of the position.

RESUME NOTE: Eligibility determination 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 #19-58 and a current resume on or before the closing date of February 18, 2019 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Office of the Attorney General
P.O. Box 081
Trenton, NJ 08625-0085

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.

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.

