



State of New Jersey

PHILIP D. MURPHY
Governor

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September 6, 2019
NOTICE OF JOB VACANCY
#19-270

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, New Jersey Coordinator of Addiction Responses and Enforcement Strategies, for applicants who meet the requirements specified below:

- TITLE: Program Specialist 1
SALARY: \$46,873.41 to \$66,104.43
LOCATION: New Jersey Coordinator of Addiction Responses and Enforcement Strategies
124 Halsey Street
Newark, New Jersey 07102

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the close supervision of a supervisory official within the Office of the New Jersey Coordinator of Addiction Responses and Enforcement Strategies (NJ CARES), Department of Law and Public Safety, compiles, analyzes and displays statistical information for presentation on the NJ CARES website; assists in grant applications; researches strategies to promote the program; prepares educational materials; assists in public information activities; attends meetings; identifies problems in program administration and coordination; does other related work.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: One (1) year of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for the experience requirement indicated above.

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 qualified, please send a cover letter indicating interest in job vacancy #19-270 and a current resume on or before the closing date of September 12, 2019 to:

Recruitment Coordinator:
LPS.HumanResources@njoag.gov

-OR-

Recruitment Coordinator
Office of the Attorney General
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0081

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.

