



PHILIP D. MURPHY  
Governor

SHEILA Y. OLIVER  
Lt. Governor

*State of New Jersey*  
OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 080  
TRENTON, NJ 08625-0081

GURBIR S. GREWAL  
Attorney General

**September 10, 2019**  
**NOTICE OF JOB VACANCY**  
**#19-287**

Opportunities currently exist in the unclassified service with the Department of Law and Public Safety, Office of the Attorney General, for applicants who meet the requirements specified below:

**TITLE:** Administrative Analyst 2  
**SALARY:** \$53,611.76 to \$75,900.80  
**LOCATION:** Office of the Attorney General  
Budget and Grant Operations Section – Grants Unit  
25 Market Street, Trenton, NJ

**NUMBER OF POSITIONS AVAILABLE:** Five (5)

**DUTIES:** Under the limited supervision of the Director or Deputy Director of the Budget and Grant Operations Section and/or an Administrative Analyst 4, Department of Law and Public Safety, performs the review, and analysis of Federal and State grants awarded to the Department; assists with the execution of sub-grant contracts and the review of financial documentation to ensure allowable expenses while adhering to grant conditions, regulations and procedures for proper utilization of Federal and State resources; performs ongoing analysis for the appropriate distribution of grant funds to sub recipients; review programmatic reports to ensure goals and objectives are being met; does other related duties as required.

**REQUIREMENTS**

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

**EXPERIENCE:** Two (2) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operation methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency.

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

**NOTE:** A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated 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 interest in job vacancy #19-287 and a current resume on or before the closing date of September 24, 2019 to:***

Recruitment Coordinator:  
[LPS.HumanResources@njoag.gov](mailto:LPS.HumanResources@njoag.gov)

**-OR-**

Recruitment Coordinator  
Office of the Attorney General  
Human Resource Management  
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.

