



State of New Jersey

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

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

GURBIR S. GREWAL
Attorney General

November 6, 2019
NOTICE OF JOB VACANCY
#19-389

Temporary employment services opportunities currently exist with the Department of Law and Public Safety, Office of the Attorney General, for applicants who meet the requirements specified below:

TITLE: Special Services (Hourly Administrative Analyst)

SALARY: \$45.00 per hour

LOCATION: Office of the Attorney General
Budget and Grant Operations Section
25 Market Street, Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under the general supervision of a supervisory official in the Budget and Grant Operations Section, Office of the Attorney General, Department of Law and Public Safety will conduct site visits to audit for grant compliance; perform complex audits to determine compliance with grant specifications; determine fiscal impact of grant activities, prepare complex reports and evaluations; make recommendations for grant documents, proposals, and grant applications; assist in the implementation of the electronic grants system as needed; does other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics, or Finance courses.

EXPERIENCE: Four (4) years of experience in work involving fiscal analysis and evaluation, budgeting, and management operations in government, business, and/or a management consulting firm.

NOTE: Applicants who do not possess the Bachelor's degree, but who do possess the twenty-one (21) semester hour credits as listed above, may substitute the remaining education with experience as indicated above 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 one of the areas listed above may be substituted for one (1) year of experience; a Doctorate in one of the areas listed above may be substituted for two (2) years 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.

SPECIAL NOTE: Positions will be filled on a part-time, temporary basis. Candidates selected to fill vacancies will be limited to 944 work hours in a fiscal year.

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 may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy #19-389 a current resume and a copy of your final unofficial transcripts on or before the closing date of November 25, 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.

