



State of New Jersey

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

GURBIR S. GREWAL
Attorney General

WILLIAM H. CRANFORD
Acting Administrator

January 9, 2020 NOTICE OF JOB VACANCY #20-07

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Office of Public Integrity & Accountability, for applicants who meet the requirements specified below:

- TITLE:** Administrative Assistant 1
- SALARY:** \$62,645.01 to \$88,933.02
- LOCATION:** Office of Public Integrity & Accountability
1 Apollo Drive
Whippany, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under general supervision of the Director, Office of Public Integrity and Accountability (OPIA), performs and coordinates administrative support services for the Director of OPIA and the Conviction Review Unit; creates and maintains Excel and other database documents to track various projects and initiatives, independently gathering data to populate and maintain documents; coordinates with Deputy Attorneys General and Detectives to update SRT/OIS case status reports for case review meetings; does open source research projects as requested; reviews and responds to correspondence and telephone calls, including drafting correspondence and emails; manages calendars, including scheduling meetings, confirming with participants, and arranging rooms; performs other related duties as required.

REQUIREMENTS

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

EXPERIENCE: Three (3) years of experience in a business or government agency providing administrative support services and/or coordinating work activities.

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.

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 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 its 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 #20-07 and a current resume on or before the closing date of January 23, 2020 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
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.

