



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

March 12, 2020 NOTICE OF JOB VACANCY #20-108

A temporary employment services opportunity exists 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: Special Services (Speechwriter)

SALARY: \$35.44 to \$46.35 per hour

LOCATION: Office of the Attorney General
Office of Communications
25 Market Street
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

The Department of Law and Public Safety is looking for an individual to take on the responsibility of drafting speeches, talking points, and general writing assignments for the Attorney General's Office of Communications, including speeches given by the Attorney General. The speechwriter will handle a broad range of writing duties to message the Department's diverse subject matter areas including on civil and criminal enforcement actions, efforts to combat the opioid epidemic, and bolstering police-community relations. The speechwriter should have excellent writing and analytical skills, be able to work in a dynamic, fast-paced environment and fulfill assignments with multiple deadlines in a given week. Candidates for this position should be able to translate the priorities, ideas, mission, and philosophy of the Department into written statements and appropriate for the speaker and intended audience.

The speechwriter will report to the Assistant Director of Communications and will assist the Attorney General's Executive Staff with all aspects of speech delivery preparations, be able to work independently, but collaborate as needed within the Communications Office and with leadership throughout the Department. The successful candidate must be willing to travel within the State to attend speeches, presentations, meetings, and other events where the Attorney General, or a designated representative, will speak publicly. In addition, the speechwriter will be expected, on an as needed basis, to work non-traditional hours on short deadlines for certain assignments, with or without advance notice.

REQUIREMENTS

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

EXPERIENCE: One (1) year of experience in writing and publishing under tight deadlines.

NOTE: Additional experience as indicated above may be substituted on a year-for-year basis for the above education. Thirty (30) semester hour credits are equal to one (1) year of experience.

NOTE: A Master's degree in Journalism, Public Relations, Communications, or English may be substituted for one (1) year of experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey.

PREFERENCE: Preference will be given to candidates who are excellent writers and possess a graduate degree in journalism or communications. Preference will also be given to candidates who demonstrate the ability to effectively communicate with high-end authority figures with confidence and be able to compile their thoughts into a well-spoken speech using a variety of speech styles.

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 #20-108, a writing sample (speech, editorial, or other writing prepared for public consumption) and a current resume on or before the closing date of March 27, 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.

