



## 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 13, 2020 NOTICE OF JOB VACANCY #20-112

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Criminal Justice, applicants who meet the requirements specified below:

**TITLE:** Management Assistant  
**SALARY:** \$47,810.88 to \$67,426.47  
**LOCATIONS:** Division of Criminal Justice  
Specialized Crimes Bureau  
25 Market Street  
Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under the direction of a Bureau Chief or other supervisory officer in the Division of Criminal Justice, provides a wide range of administrative services in support of staff within the Specialized Crimes Bureau; assists in the coordination of management/administrative activities of the Specialized Crimes Bureau; gathers, organizes and summarizes data or information for report preparation; analyzes information, data and processes; arranges meetings, conferences, trainings and other events; maintains databases; provides support to the detectives and attorneys with regards to all aspects of criminal prosecution; assists with special projects; and does other related duties.

#### **REQUIREMENTS**

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

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

**EXPERIENCE:** One (1) year of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures

**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.

**PREFERENCE:** Preference will be given to candidates with a demonstrated ability to work effectively with a broad cross-section of stakeholders and who possess excellent written and oral communications skills.

**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 vacancy announcement #20-112 and a current resume on or before the closing date of March 27, 2020:***

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

**-OR-**

Division of Administration  
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.

