



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

AMENDED NOTICE OF JOB VACANCY #20-11

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

TITLE: Training Technician 2
SALARY: \$54,684.00 to \$77,418.81
LOCATIONS: Division of Criminal Justice
Police Training Commission
25 Market Street, 4th Floor
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under the supervision of the Administrator, Police Training Commission and/or other supervisory official within the Department of Law and Public Safety, consults with administrative staff and other supervisory personnel to determine training needs and formulate training programs; reviews applicable programs, State statutes, policies, objectives, regulations, and operating procedures to determine the duties to be performed and the required knowledge, skills, and abilities required by law enforcement personnel; develops, prepares, and modifies training manuals, aids, and lesson plans or assists in these tasks; reviews and evaluates training courses; conducts orientation, basic training, and in-service training courses in the basic principles of law enforcement topics; prepares or coordinates training schedules with Department, Division, police academies, and/or probation and parole agencies; maintains appropriate records; assists in developing methods and procedures for the improvement of safety, control, and security related to law enforcement operations.; assists in developing methods and procedures for the improvement of law enforcement across the State; performs other related duties.

REQUIREMENTS

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

EXPERIENCE: Two (2) years of experience in work involved in planning and carrying out training programs of varied types, such as employee training, adult education, and/or group education; or, two (2) years of teaching experience in elementary school through college which shall have included curriculum development and/or the organization of learning programs.

NOTE: Applicants who do not possess the required education may substitute additional 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 Education or a related field may be substituted for 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 the essential duties of the position.

PREFERENCE: Preference will be given to applicants with law enforcement training or professional development experience.

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 #20-11 and a current resume on or before the closing date of January 23, 2020:

Recruitment Coordinator
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.

