



## State of New Jersey

PHILIP D. MURPHY  
Governor

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

GURBIR S. GREWAL  
Attorney General

SHEILA Y. OLIVER  
Lt. Governor

WILLIAM H. CRANFORD  
Chief Administrative Officer

### October 6, 2020 NOTICE OF JOB VACANCY #20-199

Opportunities currently exist in the classified service with the Department of Law & Public Safety, Division of Consumer Affairs, for current State employees with permanent service in a competitive title who meet the requirements specified below:

**TITLE:** Technical Assistant 2  
**SALARY:** \$45,731.91 to \$64,442.64  
**LOCATION:** Division of Consumer Affairs  
NJ Prescription Monitoring Program  
Newark, NJ

**NUMBER OF POSITIONS AVAILABLE:** Two (2)

Under the direction of the NJ Prescription Monitoring Program (PMP) Administrator, assist in the preparation of program files for review by the Division Director, Division of Law or PMP staff; assist the PMP staff to review, prepare and process law enforcement requests for prescription drug data contained in the prescription monitoring database; assist the PMP staff to coordinate and manage program enhancements, functionality improvements, and grant-related activities; create educational and training materials for NJPMP outreach campaigns; prepare written correspondence to pharmacies, pharmacists and prescribers concerning the PMP; prepare and review PMP reports; navigate online data platforms including the PMP and the state's licensing system; perform any other duties as assigned by the PMP Administrator.

#### **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with an Associate's Degree.

**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.

**EXPERIENCE:** Two (2) years of experience in providing support to functions such as grant/contract compliance monitoring, program monitoring, or fiscal compliance and budgetary assistance and/or providing technical assistance to state and/or local communities or agencies, completing forms or applications, reviewing documents for accuracy and content, resolving complaints, or interpreting rules, regulations, policies, and procedures for the public, and/or others.

**NOTE:** Applicants who do not possess the required experience may substitute additional education 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 required to perform the 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 the U.S. equivalency prior to the closing date. Failure to do so may result in disqualification.

***If qualified, please send a cover letter indicating interest in job vacancy announcement #20-199 and a current resume on or before the closing date of October 20, 2020 to:***

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

