



State of New Jersey

PHILIP D. MURPHY  
Governor

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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Attorney General

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Lt. Governor

WILLIAM H. CRANFORD  
Chief Administrative Officer

October 8, 2020  
NOTICE OF JOB VACANCY  
#20-234

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

- TITLE:** Public Information Officer
- SALARY:** \$62,090.59 to \$86,925.63
- LOCATION:** Department of Law and Public Safety  
Office of the Attorney General  
Richard J. Hughes Justice Complex  
25 Market Street, 8th Floor  
Trenton, NJ 08625  
(*Statewide travel required for work responsibilities*)

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

**DUTIES:** Under the supervision of the Director, Office of Communications within the Office of the Attorney General, or other supervisory official within the Department of Law and Public Safety (“Department”), the Public Information Officer is responsible for assigned work programs of the Office of Communications: develops and writes speeches, briefings, and other communications for the Office; translates the ideas, objectives, mission, and philosophy of the Office into written statements that relate to the assigned topic, speaker, and intended audience; performs outreach and communicates directly with members of the press; may supervise various Department outreach efforts to media and other stakeholders; may compose editorials, press releases, articles and/or educational materials representing the Office or Department; may assist the Attorney General’s Executive Staff and Division with speech delivery preparations, press conferences and other projects; will work independently and collaboratively within the Office of Communications. This position may also require non-traditional work hours, on an as needed basis, including evenings and weekends on short deadlines for certain assignments, with or without advance notice, and may require travel to perform the aforementioned responsibilities; performs other related work as required.

**REQUIREMENTS**

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

**EXPERIENCE:** Five (5) years of experience in the collection, analysis, preparation, and dissemination of information in a public relations and/or public information program in a public or private agency or organization, two (2) years of which shall have been in a supervisory capacity.

**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 nonsupervisory experience.

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

**SPECIAL NOTE:** This position may be filled as a Public Information Assistant in lieu of the above title. The salary range for a Public Information Assistant is \$47,810.88 to 67,426.47 and requires a Bachelor’s degree plus one (1) year of experience in the collection, analysis, preparation, and dissemination of information in a public relations and/or public information program in a public or private agency or organization. The substitution of experience for education and the substitution of education for experience (Master’s degree as indicated above) apply to both titles. The job description for the Public Information Assistant can be found in the job specification on file with the Civil Service Commission here: <https://info.csc.state.nj.us/jobspec/54452.htm>.

**PREFERENCE:** Preference will be given to applicants with extensive journalism or media relations 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 will result in your ineligibility.

*If qualified, please send a cover letter indicating interest in job vacancy announcement #20-234, a writing sample (unedited by others), and a current resume on or before the closing date of October 22, 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.

