



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
Chief Administrative Officer

October 8, 2020
NOTICE OF JOB VACANCY
#20-235

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: Senior Writer
(Civil Service Title – Principal Public Information Assistant)

SALARY: \$62,645.01 to \$88,933.02

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)

The Department of Law and Public Safety (LPS), Office of Attorney General (OAG) seeks a Senior Writer to help communicate the work and mission of OAG in a variety of formats and settings. The ideal candidate is a stylish and versatile writer who can translate even the most arcane subjects into accessible and compelling prose for wide public consumption.

The bulk of the Senior Writer’s work will focus on the two most pressing issues facing OAG: the State’s response to COVID-19, and the ongoing effort to strengthen trust between law enforcement and the broader public. The ideal candidate will have the ability to adopt different writing styles for different projects, from 1-page fact sheets, to video scripts, to 50-page reports. The Senior Writer will also help draft materials for the Attorney General’s public events, including formal speeches, community listening sessions, press conferences, and legislative hearings.

The Senior Writer will work closely with the OAG Executive Leadership Team, the OAG Director of Communications, and the Office of Public Integrity & Accountability to develop a clear and consistent tone for OAG’s internal and external communications, while ensuring the public remains well-informed about the operations and services of the Office. 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.

DUTIES: The Senior Writer will serve in the Civil Service title of Principal Public Information Assistant; the Civil Service definition of the position and associated duties can be found in the job specification on file with the Civil Service Commission here: https://info.csc.state.nj.us/jobspec/54454.htm.

REQUIREMENTS

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

EXPERIENCE: Three (3) 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 privacy agency or organization.

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

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

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

SPECIAL NOTE: This position may be filled as a Senior Public Information Assistant or Public Information Assistant in lieu of the above title. The salary range for a Senior Public Information Assistant is \$54,684.00 to \$77,418.81 and requires a Bachelor’s degree plus two (2) 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. 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 Senior 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/54453.htm and 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 journalism, speechwriting, or public 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 #20-235, 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

-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.

