



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

November 13, 2020 NOTICE OF JOB VACANCY #20-250

Opportunities currently exist in the unclassified service with the Department of Law & Public Safety, Division of Criminal Justice, for applicants who meet the requirements specified below:

TITLE: Technical Assistant 2
SALARY: \$45,731.91 to \$64,442.64
LOCATION: Division of Criminal Justice
Police Training Commission
25 Market Street
Trenton, NJ 08625
Limited statewide travel may be required for work responsibilities

NUMBER OF POSITIONS AVAILABLE: Six (6)

DUTIES: Under the limited supervision of a supervisory official in the Department of Law and Public Safety, Division of Criminal Justice, Police Training Commission (PTC), performs complex technical and administrative duties; functions independently in supporting the PTC's training and learning management system (Acadis); works closely with outside agencies and interfaces with these agencies through the Acadis portal; tracks in-service trainings and compliance for all law enforcement agencies; applies rules, regulations, policies, and procedures, to agencies under the PTC and ensures compliance by way of oversight; works on special projects; performs other related duties, as required.

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.

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 #20-250 and a current resume to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
P.O. Box 081
Trenton, NJ 08625-0081

Announcement will remain open until all vacancies are filled.

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.

