



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

MATTHEW J. PLATKIN
Acting Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

June 13, 2022 NOTICE OF JOB VACANCY #22-321

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

TITLE: Executive Assistant 2

SALARY: \$71,408.73 to \$101,588.61

LOCATION: Division of Alcoholic Beverage Control
Director's Office – Finance and Operations Unit
140 E. Front Street
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of the Finance and Operation Unit Manager and/or Director's designee, assists with the review, recording and processing of financial transactions and management of finance matters for the Division; managing and processing of the financial transactions via multiple various databases and applications; receives downloaded electronic payment data, approves traditional deposits and assists with financial requests; troubleshoots and offers solutions regarding financial management and assists with budget inquiries and planning; addresses and resolves accounting inquiries with consumers; assists with the oversight of the procurement process, conducts inventory reviews and orders supplies; participates in the review process of the ABC online licensing web portal related projects; may be assigned additional special projects and tasks; performs other related duties as required.

REQUIREMENTS

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

EXPERIENCE: Three (3) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting, or in assisting an executive with program development and implementation.

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

NOTE: A Master's degree in Public Administration, Business Administration, Management, or other closely related field may be substituted for one (1) year of experience.

LICENSE: Appointee 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.

PREFERENCE: Preference will be given to applicants who possess a working knowledge of financial concepts and/or computer technology acumen.

RESUME NOTE: Eligibility determinations will only be based upon information presented in resume. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating its U.S. equivalency prior to the closing date. Failure to do so may result in disqualification.

Appointees will be required to be compliant with all Executive Orders (EO), mandates, policies, and directives related to Covid-19, including testing and vaccinations, and including but not limited to EO 252 (Murphy), EO 283 (Murphy) and/or EO 290 (Murphy).

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

If qualified, please send a cover letter indicating interest in job vacancy announcement #22-321 and a current resume on or before the closing date of June 27, 2022 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Human Resource Management
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.

