



## State of New Jersey

PHILIP D. MURPHY  
*Governor*

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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*Chief Administrative Officer*

### February 6, 2023 NOTICE OF JOB VACANCY #23-122

**This is a repost of vacancy announcement #22-611; previous applicants need not reapply.**

A temporary employment services opportunity currently exists with the Department of Law & Public Safety, New Jersey Coordinator of Addiction Responses and Enforcement Strategies, for applicants who meet the requirements specified below:

**TITLE:** Special Services  
(Hourly Technical Assistant)

**SALARY:** \$30.37 to \$42.94 per hour

**LOCATION:** New Jersey Coordinator for Addiction Responses and Enforcement Strategies  
124 Halsey Street, 5<sup>th</sup> Floor  
Newark, New Jersey 07102  
(*Statewide travel required for work responsibilities*)

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

**DUTIES:** Under the direction and supervision of the Director of the New Jersey Coordinator for Addiction Responses and Enforcement Strategies ("NJ CARES") or other NJ CARES staff and with guidance of the Office of Attorney General Grants Management Office, assist up to 21 County Prosecutor's Offices in effectuating an approved Operation Helping Hand project in accordance with guidelines set by the Department of Law and Public Safety and the Centers for Disease Control for the Overdose Data-to-Action Grant Program; research and identify addiction treatment and recovery resources, groups, and partners in each county that could be utilized by law enforcement to spread best practices in up to 21 counties via Operation Helping Hand projects; monitor and ensure that approved deliverables/activities for each participating county are met; attend any relevant county meetings in-person or by telephone relating to Operation Helping Hand projects that may be necessary for education, partnering, collaboration, or project facilitation; monitor and ensure that each participating county is collecting necessary data as required by the terms of the grant funding; develop a curriculum for law enforcement trainings that include but not be limited to information on: (1) what is addiction?, (2) the causes and signs of addiction, (3) how to handle individuals' law enforcement encounters in the field that have addiction issues, (4) de-escalation strategies, (5) linkage to care efforts between law enforcement and individuals with addiction issues, (6) evidence preservation, (7) partnering with local, state, and federal resources, and (8) utilizing available data sources to monitor and target emerging hotspots and drug threats in each community; provide expertise on understanding and addressing addiction to law enforcement and other stakeholders through trainings based upon the developed curriculum; attend meetings and conferences with local, state, and national experts to share knowledge around how to link those arrested with opioid use disorder to services and promote Operation Helping Hand; build capacity and expertise among his or her peers; does related work as required.

### **REQUIREMENTS**

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

**EXPERIENCE:** Three (3) 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 education may substitute additional experience as indicated above 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.

**SPECIAL NOTE:** Special Services positions are filled on a part-time, temporary basis during normal business hours. Candidates appointed to a Special Services title will be limited to 944 work hours in a fiscal year.

**PREFERENCE:** Preference will be given to candidates with at least five (5) years of experience in law enforcement, and/or experience in community policing, narcotics investigations, and training law enforcement on how to understand and address addiction, or those that have experience in grant/contract compliance monitoring.

**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 your ineligibility.

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 #23-122 and a current resume 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

**This is a continuous recruitment posting; announcement will remain open until the vacancy has been 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.

