



## State of New Jersey

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Governor

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

### February 7, 2023 NOTICE OF JOB VACANCY #23-123

**This is a repost of vacancy announcement #22-236; 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 Grants Specialist)  
**SALARY:** \$40.92 to \$46.70 per hour  
**LOCATION:** New Jersey Coordinator of Addiction Responses and Enforcement Strategies  
Grant Program  
124 Halsey Street, Newark, New Jersey 07102  
(*Statewide travel required for work responsibilities*)

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

**DUTIES:** Under direction of a supervisory official within the New Jersey Coordinator of Addiction Responses and Enforcement Strategies (NJ CARES), will administer and support the mandatory deliverables and grant administration and activities under the Bureau of Justice Assistance (BJA) Federal Fiscal Year 2021 Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program (COSSAP), including but not limited to: management and administration of the federal award, coordination and oversight of project subrecipients, partners, and consultants, reporting and documentation, development and implementation of grant-funded deliverables and activities, attending meetings, promotional events, and conferences relative to the project and BJA, and other related duties as required. Grant activities include: (1) working in conjunction with a consultant and partner agencies to select sites based upon a data-driven approach to develop and implement Law Enforcement Assisted Diversion (LEAD) programs in six areas of NJ; (2) coordinating and monitoring the development and implementation of the LEAD programs to ensure the programs are meeting grant objectives and goals, (3) documenting the project development and implementation during the grant period; (4) overseeing the academic partner who will develop data collection guidelines and evaluate the outcomes of the project sites; (5) working closely with BJA's TTA provider(s) and a BJA evaluator as needed; and (6) does other related duties as required.

### **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in accounting. A copy of your unofficial transcripts is required to be considered.

**EXPERIENCE:** Four (4) years of accounting experience including two (2) years of experience in the coordination of grant funding in a public or private organization including experience with automated cost accounting systems.

**NOTE:** Applicants who have obtained the twenty-one (21) semester hour credits in accounting as specified above but do not possess the required college degree may substitute additional experience as indicated on a year-for-year basis.

**NOTE:** Possession of valid certificate as a certified Public Accountant issued by the New Jersey Board of Certified Public Accountants may be substituted for the Bachelor's degree with the twenty-one (21) credit hours in accounting.

**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 who are highly organized, have good oral and writing skills, and a background/interest in law enforcement diversion, behavioral health, and/or addiction recovery.

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.

**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.

***If qualified, please submit a cover letter indicating interest in job vacancy announcement #23-123, a copy of your unofficial college transcripts or CPA certificate (one is required), 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

**This is a continuous recruitment announcement. The announcement will remain open until the position is 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.

