



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN
Attorney General

TAHESHA L. WAY
Lt. Governor

ERIN ZIPPEL
Chief Administrative Officer

July 23, 2024

NOTICE OF JOB VACANCY #24-288

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Office of Public Integrity & Accountability, for applicants who meet the requirements specified below:

TITLE: Executive Assistant 4

SALARY: \$102,944.26 to \$147,131.56

LOCATION: [Office of Public Integrity & Accountability](#)
Executive Staff
Cedar Knolls, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of a commissioner, deputy commissioner, assistant commissioner, or other executive official with responsibility for more than one division in a state department, acts as staff and personal representative responsible for assisting in the execution of the department function through the implementation of policy and the development, management, and control of plans, programs, and operations by employing accepted modern techniques of management. Supervises staff and work activities. Prepares and signs official performance evaluations for subordinate staff; does related work as required. 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. Please see the Civil Service Commission (CSC) job specification for additional information: [Executive Assistant 4](#).

REQUIREMENTS

NOTE: Applicants must meet one of the following or combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Nine (9) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and/or budgeting, or in assisting an executive with program development and/or implementation.

OR

Possession of a Bachelor's degree from an accredited college or university; and five (5) years of the above-mentioned professional experience.

OR

Possession of a master's degree in Public Administration, Business Administration, Management or other closely related; and four (4) years of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

LICENSE: Appointees 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 necessary to perform the essential duties of the position.

PREFERENCE: Preference will be given to candidates with experience providing complex administrative and management support services; demonstrated ability to work effectively with a broad cross-section of stakeholders; who possess excellent time management and organization skills; and excellent written and oral communications skills.

SAME APPLICANTS: If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated below. For more information on the SAME Program please email: SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

RESUME NOTE: Eligibility determinations for experience and education will be based upon the resume and unofficial transcripts submitted at the time of application. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see [CSC foreign degree information](#)). Failure to do so may result in disqualification of your education towards eligibility.

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

HOW TO APPLY: If qualified, please submit a cover letter indicating interest in job vacancy announcement #24-288, with a copy of your final unofficial college transcripts and/or foreign degree evaluation (if applicable) and current resume to the Recruitment Coordinator via email at jobs@njoag.gov on or before the closing date of **August 23, 2024**.

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.

