



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 080
TRENTON, NJ 08625-0081

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

GURBIR S. GREWAL
Attorney General

WILLIAM H. CRANFORD
Chief Administrator Officer

September 28, 2020
NOTICE OF JOB VACANCY
#EMS 03-20P CRF – COVID19

Opportunities currently exist within the Department of Law and Public Safety, Division of State Police, for applicants who meet the requirements listed below:

TITLE: Disaster Recovery Analyst Trainee
SALARY: \$49,990.39 - \$52,278.74
LOCATION: Division of State Police
Emergency Management Section
Recovery Bureau, Public Assistant Unit
Division Headquarters
West Trenton, NJ 08628

NUMBER OF VACANCIES: Four (4)

DUTIES: Under the close supervision of an Administrative Analyst 1, Disaster Recovery, or other supervisory official in the Department of Law & Public Safety, Division of State Police, Recovery Bureau, as a trainee and productive worker, learns to perform professional grants planning, analysis and administration work following a state declared disaster or emergency; does other related duties as required.

*Travel required between offices located at New Jersey State Police - Wilburtha Station 1030 River Road Ewing, NJ 08628 and Naval Weapon Station Earle FEMA Building #54 201 Route 34 Colts Neck, NJ 07722.

REQUIREMENTS

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

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 the 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 will result in your ineligibility.

If interested, please send a cover letter indicating job vacancy number, copy of your transcript, which indicates the date your degree was conferred (required), and current resume before the closing date of October 11, 2020 to:

Note: Employees with permanent state service will be given first consideration.

njsp_resumes@gw.njsp.org

-OR-

Terri Kuntz, Manager 2
Division of State Police
Office of Human Resources
PO Box 7068
W. Trenton, NJ 08628-0068

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. 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.

