



CHRIS CHRISTIE  
GOVERNOR

**STATE OF NEW JERSEY**  
OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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ADMINISTRATOR

**November 1, 2017**  
**NOTICE OF JOB VACANCY**  
**#17-257**

Opportunities currently exist with the Department of Law and Public Safety, Office of the Attorney General, for State employees who meet the requirements specified below:

**TITLE:** Administrative Analyst 2  
**SALARY:** \$51,529.95 to \$72,953.46  
**LOCATION:** Office of the Attorney General  
Grants/Program Development  
25 Market Street, 3<sup>rd</sup> Floor  
Trenton, New Jersey

**NUMBER OF POSITIONS AVAILABLE:** Two (2)

**DUTIES:** Under the limited supervision of an Administrative Analyst 4 or other supervisor in the Department of Law and Public Safety assists in the review, analysis, and appraisal of department contract and grant related administrative procedures, organization, and performance; prepares recommendations and technical guidance concerning grant and/or contract matters regarding the preparation, monitoring, amendment, evaluation, and/or control thereof; performs administrative forecasts for budgeting and funding needs for multiple divisions, projects, and/or program areas; makes suggestions regarding changes and/or revisions to grants and/or program development; does related duties.

**REQUIREMENTS**

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

**EXPERIENCE:** Two (2) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for recommendation, planning, and/or implementation of improvements in a business or government agency.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.

**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 essential duties of the position.

**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 will result in your ineligibility.

***If interested, please send a cover letter indicating job vacancy #17-257 and current resume before the closing date of November 15, 2017 to:***

Recruitment Coordinator  
[LPS.HumanResources@njoag.gov](mailto:LPS.HumanResources@njoag.gov)

**OR**

Office of the Attorney General  
Human Resource Management  
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.

