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

JENNIFER E. FRADEL
ADMINISTRATOR

October 11, 2017
NOTICE OF JOB VACANCY
#17-261

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

TITLE: Supervising Management Improvement Specialist

SALARY: \$85,091.27 to \$121,777.52

LOCATION: Office of the Attorney General
Regional Medical Examiner's Office
325 Norfolk Avenue
Newark, NJ 07103

Please note: Travel will be required for work responsibilities as needed.

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of the State Medical Examiner or other executive officer in the Office of the Attorney General has responsibility for the supervision of the administrative work of the Regional Medical Examiner Offices (North and South); and is charged with performing problem solving services for that state agency in areas that are described as organizational designs, operating procedures, information systems, and management and administrative planning and controls; does related work as required.

REQUIREMENTS

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

EXPERIENCE: Six (6) years of experience in the collection of information, the review, analysis, and evaluation of fiscal affairs, personnel management, administrative practices and procedures, data processing application and the recommendations of improved systems, methods, and procedures in a large business or government agency, two (2) years of which shall have been in a supervisory capacity.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

NOTE: A Master's degree in Business or Public Administration, Industrial Engineering, or related area may be substituted for one (1) year of nonsupervisory experience.

LICENSE: Appointee 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 applicants who demonstrate prior experience working in a medical examiner's office, hospital administration, medical practice administration, or a management advisory position within the medical field.

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 #17-261 and a current resume before the closing date of October 25, 2017 to:

Recruitment Coordinator
LPS.HumanResources@njoag.gov

-OR-

Recruitment Coordinator
Office of the Attorney General
P.O. Box 081
Trenton, NJ 08625-0085

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.

