



CHRIS CHRISTIE
GOVERNOR

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

November 3, 2017
NOTICE OF JOB VACANCY
#17-269

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of State Police, for applicants who meet the requirements specified below:

TITLE: Agency Services Representative Trainee
SALARY: \$26,841.51
LOCATION: Division of State Police
Identification & Information Technology Section
Criminal Justice Bureau - Criminal Justice Unit
River Road, W. Trenton, NJ

NUMBER OF VACANCIES: Ten (10)

DUTIES: Under the very close supervision of a supervisory official in the Division of State Police, learns to perform front-line and behind the scenes customer and other support services involving the review, processing and issuance of agency documents; provides information to customers regarding department/agency programs and services; does other related work as required.

REQUIREMENTS

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.

PROMOTION: Applicants who successfully complete the six (6) month training period will be eligible for promotion to the title of Agency Services Representative 1, in accordance with Civil Service Commission procedures.

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 #17-269 and current resume before the closing date of November 17, 2017 to:

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.

