



PHILIP D. MURPHY  
Governor

SHEILA Y. OLIVER  
Lt. Governor

*State of New Jersey*  
OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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TRENTON, NJ 08625-0081

GURBIR S. GREWAL  
Attorney General

JENNIFER E. FRADEL  
Administrator

**April 12, 2018**  
**NOTICE OF JOB VACANCY**  
**#18-86**

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

**TITLE:** Confidential Assistant  
(Project Manager)

**SALARY:** \$60,000.00

**LOCATION:** Office of the Attorney General  
Executive Office  
25 Market Street, 8<sup>th</sup> Floor  
Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under the direction of the Attorney General and/or his Executive Staff will plan, administer, and organize projects regarding the Attorney General's priority initiatives, including, but not limited to, affirmative litigation programs, reducing violent crimes, strengthening police-community relations, and tackling the opioid epidemic; will plan work assignments and coordinate staff efforts in managing projects; will assist in the development, review, and interpretation of objectives, policies, and procedures; maintains liaison with local, state and federal agencies in order to develop, implement, modify, and achieve directives; prepares studies and reports of a confidential nature for the Attorney General and his Executive Staff; acts a personal representative of the Attorney General or his Executive Staff at meetings, conferences, hearings, both internally and externally, on project matters; performs other duties as assigned.

**REQUIREMENTS**

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

**EXPERIENCE:** Three (3) years of project management experience for a large public or private organization; one (1) year of which shall have been in a supervisory or team leader role.

**NOTE:** A graduate degree in a related field may be substituted for one year of the required non-supervisory experience.

**LICENSE:** Appointees will be required to possess a driver's license valid in NJ only if the operation of a vehicle, rather than employee mobility, is required to perform the essential duties of the position.

**PREFERENCE:** Preference will be given to applicants with prior legal or law enforcement experience managing large projects.

**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 #18-86 and a copy of your current resume before the closing date of April 26, 2018 to:***

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

**-OR-**

Recruitment Coordinator  
Office of the Attorney General  
Human Resource Management  
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.

