



State of New Jersey

PHILIP D. MURPHY
Governor

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

GURBIR S. GREWAL
Attorney General

SHEILA Y. OLIVER
Lt. Governor

JENNIFER E. FRADEL
Administrator

November 2, 2018
NOTICE OF JOB VACANCY
#18-293

Temporary employment services opportunities currently exist with the Department of Law and Public Safety, Office of the Attorney General, for applicants who meet the requirements specified below:

TITLE: Special Services (Hourly Grants Writer)

SALARY: \$24.63 to \$27.99 per hour

LOCATIONS: Office of the Attorney General
Budget & Grant Operations Section
Richard J. Hughes Justice Complex
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under limited supervision of a supervisory official within the Budget & Grants Operations Section in the Office of the Attorney General, performs complex technical duties for identifying and securing grants for the Department; works with program managers in preparing grant applications for Federal submission, providing technical assistance to divisions and agencies for grant applications; is responsible for the management of assigned federal and private grants within the Department and the development of methods and means to secure new funds for proposed programs; coordinates, gathers, complies, assembles, analyzes and interprets data required for grant applications; conducts special studies and prepares reports regarding same; does other duties as required.

REQUIREMENTS

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

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.

PREFERENCE: Preference will be given to applicants with one (1) year of experience providing support to functions such as grant/contract compliance monitoring, grant writing, program monitoring, or fiscal compliance and budgetary assistance and/or providing technical assistance to state and/or local communities or agencies, completing forms or applications, reviewing documents for accuracy and content, resolving complaints, or interpreting rules, regulations, policies, and procedures for the public and/or others.

SPECIAL NOTE: Positions will be filled on a part-time, temporary basis. Candidates selected to fill vacancies will be limited to 944 work hours in a fiscal year.

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 #18-293, a current writing sample, and current resume before the closing date of November 16, 2018 to:

Recruitment Coordinator:
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.

