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State of New Jersey
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February 6, 2019
NOTICE OF JOB VACANCY
#19-56

This is a repost of vacancy announcement #18-199; previous applicants need not reapply.

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

TITLE: Government Representative 2
(Chief of Staff)

SALARY: To Be Determined

LOCATION: Division of Consumer Affairs
Office of the Director
124 Halsey Street
Newark, NJ 07102

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the general direction of the Director, Division of Consumer Affairs, assists in administering operations, policy development, strategic planning and research; assists in the exercise of executive control and direction over accounting, budgeting, auditing, purchasing, support services, information technology and human resource management program areas; coordinates activities and priorities of the major functional areas of organization.; reviews ongoing management activities within the units and works closely with managers to resolve problems and make decisions; represents the Director in an official capacity at meetings, as required; develops, recommends and implements solutions to problems related to both internal operations and policies; serves as liaison with other Department of Law and Public Safety divisions and State agencies; directs special projects at the request of the Director; prepares correspondence and reports; performs other related duties as required.

REQUIREMENTS

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

EXPERIENCE: Six (6) years of managerial experience in public administration.

NOTE: A Master's degree in Public or Business Administration or related field may be substituted for one (1) year of 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 required to perform the 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. In addition, resumes that fail to meet the minimum requirements will not be considered.

If interested, please send a cover letter indicating job vacancy #19-56 and current resume on or before the closing date of February 20, 2019 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

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.

