



State of New Jersey

PHILIP D. MURPHY
Governor

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Attorney General

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Administrator

March 13, 2019
NOTICE OF JOB VACANCY
#19-85

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

- TITLE:** Public Information Officer
- SALARY:** \$62,090.59 to \$86,925.63
- LOCATION:** Office of the Attorney General
Office of Communications
25 Market Street, 8th Floor
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the supervision of the Attorney General, the Director of Communications, or other supervisory official within the Department of Law and Public Safety (“Department”), is responsible for assigned work programs of the Office of Communications; develops and writes speeches, briefings, and other communications for the Department; translates the ideas, objectives, mission, and philosophy of the Department into written statements that relates to the assigned topic, speaker, and intended audience; may compose editorials, press releases or articles representing the Department and/or Attorney General; may assist the Attorney General’s Executive Staff with speech delivery preparations; may assist with organizing public events for the Department; will work independently and collaboratively within the Office of Communications; performs other related work as required.

REQUIREMENTS

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

EXPERIENCE: Five (5) years of experience in the collection, analysis, preparation, and dissemination of information in a public relations and/or public information program in a public or private agency or organization, two (2) years of which shall have been in a supervisory capacity.

NOTE: Additional experience as indicated above may be substituted on a year-for-year basis for the above education. Thirty (30) semester hour credits are equal to one (1) year of experience.

NOTE: A Master's degree in Journalism, Public Relations, Communications, or English may be substituted for one (1) year of nonsupervisory experience.

SPECIAL NOTE: This position may be filled as a Public Information Assistant in lieu of the above title. Salary range for a Public Information Assistant is \$45,053.25 to \$63,537.63 and requires a Bachelor’s degree plus one (1) year of experience in the collection, analysis, preparation, and dissemination of information in a public relations and/or public information program in a public or private agency or organization. The substitution of experience for education and/or a Master’s degree, as indicated above, apply to both titles.

LICENSE: Appointees will be required to possess a driver’s license valid in New Jersey.

RESUME NOTE: Eligibility determinations are based upon information contained in resumes. 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 #19-85, a writing sample and a current resume on or before the closing date of March 27, 2019 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.

