



State of New Jersey

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

GURBIR S. GREWAL
Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

October 22, 2020 NOTICE OF JOB VACANCY #20-232

An opportunity currently exists in the classified service with the Department of Law & Public Safety, Office of the Attorney General, for current State employees with permanent service in a competitive title who meet the requirements listed below:

TITLE: Administrative Assistant 3
SALARY: \$47,810.88 to \$67,426.47
LOCATION: Office of the Attorney General
Attorney General's Advocacy Institute
Richard J. Hughes Justice Complex
25 Market Street, 4th Floor
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Assists the Director of the Attorney General's Advocacy Institute by performing and coordinating administrative support services; assists with program support and performs other related duties as required.

REQUIREMENTS

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

EXPERIENCE: One (1) year of experience in a business or government agency providing administrative support services and/or coordinating work activities.

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.

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 necessary 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 may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy announcement #20-232 and current resume on or before the closing date of November 5, 2020 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Division of Administration
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.

