



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 16, 2020 NOTICE OF JOB VACANCY #20-237

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

TITLE: Senior Management Assistant
SALARY: \$54,684.00 to \$77,418.81
LOCATION: Division of Criminal Justice
Director's Complex
Richard J. Hughes Justice Complex
25 Market Street, Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Director of the Division of Criminal Justice (the "Division"), provides varied, complex administrative services in support of the Director and member(s) of the Division's Executive Staff within the Director's Complex; assists in the coordination of management/administrative activities for the Director; performs technical duties and paraprofessional responsibilities; assists in opening and preparing files for litigation and/or internal tracking; may prepare and file documents with the court or other agencies; performs general clerical duties, including letter drafting, data entry, photocopying, scanning, answering phones, scheduling meetings and filing; schedules, facilitates and/or coordinates trainings/programs; works in various databases; assists in email distribution to various entities; works collaboratively with attorneys, detectives, staff, and various partner agencies; assists with special projects; prepares reports and legal documents; coordinates interviews; performs extensive calendar management; coordinates meetings and programming; facilitates efficient agency operations and identifies mechanisms to improve performance and operations; analyzes information, data and processes; formulates recommendations; conducts independent research and studies on administrative matters; reviews operating practices and procedures for efficiency and effectiveness; recommends changes for improvement and implements such recommendations; coordinates support services to ensure the availability and efficient use of resources needed to accomplish the goals of the unit or work area; investigates complex problems and/or complaints and makes recommendations for solutions; reads, researches and routes correspondence; drafts letters, memos and other documents for the review and approval of management; prepares clear technically sound, accurate, and informative statistical and other reports containing findings, conclusions, and recommendations; maintains essential records, reports, and files; will be required to learn to use various types of electronic and/or manual recording information systems used by the agency, office, or related units; performs other related 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.

EXPERIENCE: Two (2) years of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures.

LICENSE: Appointees 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.

PREFERENCE: Preference will be given to candidates with a demonstrated ability to work effectively with a broad cross-section of stakeholders and who possess excellent written and oral communications skills.

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 #20-237 and a current resume on or before the closing date of October 30, 2020 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0081

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.

