



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 29, 2020 NOTICE OF JOB VACANCY #20-246

This is a repost of vacancy announcement #20-120; previous applicants need not reapply.

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Office of Public Integrity & Accountability, for applicants who meet the requirements specified below:

TITLE: Senior Management Assistant

SALARY: \$54,684.00 to \$77,418.81

LOCATIONS: Office of Public Integrity & Accountability
Hughes Justice Complex
25 Market Street
Trenton, NJ

Occasional travel to Cherry Hill required for work responsibilities

NUMBER OF POSITIONS AVAILABLE: One (1)

The Office of Public Integrity and Accountability (OPIA) is dedicated to increasing public confidence in government by holding corrupt government officials and public servants accountable, reviewing claims of actual innocence by convicted individuals and fostering excellence in policing.

DUTIES: The Senior Management Assistant acts as the confidential/principal assistant to the Chief of Staff and other supervisory individuals within OPIA, provides varied complex administrative services including the coordination of management/administrative activities among three Executive staff members; assists and coordinates program operations; identifies, analyzes and recommends solutions to improve administrative and operational processes, including organizational changes, and work/tracking systems; provides assignment, instruction and guidance to staff as directed; proficiency with various computer software including but not limited to Excel and Microsoft Outlook; creates and maintains documents utilizing software and other databases to track data, projects and initiatives; assists with the research and preparation of grants and other projects; conducts independent research and studies on administrative and operational needs; works with and coordinates with other offices and agencies to promote OPIA policy objectives as directed; reviews and responds to incoming correspondences, e-mails and telephone calls, including drafting proposed responses; maintains calendars, including scheduling and coordinating events, meetings and locations internally and externally; prepares agendas; responsible for answering and directing phone calls, creates and maintains files; scanning, organizing mail and other general clerical duties; works on special projects and performs other responsibilities as needed.

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.

PREFERENCE: Preference will be given to candidates with 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 #20-246 and a current resume on or before the closing date of November 13, 2020:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Division of Administration (HRM)
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.

