



State of New Jersey

PHILIP D. MURPHY
Governor

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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April 17, 2019
NOTICE OF JOB VACANCY
#19-105

This is a repost of vacancy announcement #19-23; previous applicants need not reapply.

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

- TITLE: Technical Assistant 2
SALARY: \$44,835.21 to \$63,179.01
LOCATION: Division of Law
Director's Complex
Docketing Unit
25 Market Street
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the limited supervision of a supervisory official within the Division of Law, Docketing Unit, performs docketing duties including opening, updating and closing cases using automated case tracking system; converts raw data from legal documents, case files and other source documents; compiles and prepares data for conversion into the current Division of Law Case Tracking System; processes information, compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data; receives and responds to telephone inquiries and emails concerning specific data tracked; prepares online reports and runs data queries by determining search elements and provides technical assistance to deputies; acts as communication link and technical advisor between the Administration (support staff) and Section Supervisors in reporting data pertinent to the case management system; performs other related duties as required.

REQUIREMENTS:

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

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.

EXPERIENCE: Two (2) years of experience in providing support to functions such as grant/contract compliance monitoring, program monitoring, or fiscal compliance and budgetary assistance and/or providing technical assistance to state and/or local communities or agencies, completing forms or applications, reviewing documents for accuracy and content, resolving complaints, or interpreting rules, regulations, policies, and procedures for the public, and/or others.

NOTE: Applicants who do not possess the required experience may substitute additional education 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.

PREFERENCE: Preference will be given to candidates who possess experience with ACMS and PACER judicial programs to perform research on the status of cases.

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.

If interested, please send a cover letter indicating job vacancy #19-105 and current resume on or before the closing date of May 1, 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.

