



State of New Jersey

PHILIP D. MURPHY
Governor

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 080
TRENTON, NJ 08625-0080

GURBIR S. GREWAL
Attorney General

SHEILA Y. OLIVER
Lt. Governor

October 16, 2019
NOTICE OF JOB VACANCY
#19-345

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

TITLE: Secretarial Assistant 3, Non-Stenographic

SALARY: \$41,872.33 to \$58,805.29

LOCATION: Office of the Attorney General
Office of Communications
25 Market Street, 8th Floor
Trenton, New Jersey 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Assistant Director, Office of Communications, Office of the Attorney General, Department of Law and Public Safety, provides secretarial and administrative support; reviews, sorts, and routes incoming correspondence, mail, and/or interoffice mail; maintains a schedule of appointments and the daily engagement calendar of the Assistant Director; prepares agenda of meetings and types meeting minutes from notes; maintains confidential correspondence and fiscal records; performs other duties as assigned.

REQUIREMENTS:

EXPERIENCE: Three (3) years of experience in secretarial and administrative clerical work.

NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

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 essential duties of the position.

RESUME NOTE: Eligibility determination 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 qualified, please send a cover letter indicating interest in job vacancy #19-345 and a current resume on or before the closing date of October 30, 2019 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

or

Recruitment Coordinator
Office of the Attorney General
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.

