An opportunity currently exists in the unclassified service with the Department of Law and 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

**LOCATIONS:** Division of Criminal Justice
Gangs and Organized Crimes Bureau
1 Apollo Drive
Whippany, NJ

**NUMBER OF POSITIONS AVAILABLE:** One (1)

Under the direction of the Bureau Chief, Deputy Chief or other supervisory officer in the Division of Criminal Justice (Division), provides varied, complex administrative services in support of member(s) of the Gangs and Organized Crimes Bureau; assists in the coordination of management/administrative activities; performs technical duties and paraprofessional responsibilities; assists and coordinates program operations; assists in opening and preparing files for discovery, litigation and/or internal tracking; prepares and files documents; 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; performs calendar management; coordinates meetings and programming; performs other related duties as required.

**DUTIES:** A Senior Management Assistant will serve in the Civil Service title of the same name; the Civil Service definition of the position and associated duties can be found in the job specification on the Civil Service Commission website at: https://info.csc.state.nj.us/jobspec/56493.htm.

**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 vacancy announcement #20-113 and a current resume on or before the closing date of March 25, 2020:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

Division of Administration
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.