



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

November 20, 2020 NOTICE OF JOB VACANCY #20-119

Opportunities currently exist in the unclassified service with the Department of Law & Public Safety, Division of Consumer Affairs, for applicants who meet the requirements specified below:

TITLE: Government Representative 2

SALARY: \$50,000.00

LOCATION: Division of Consumer Affairs
124 Halsey Street
Newark, NJ

OR

Division of Consumer Affairs
140 East Front Street
Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: Six (6) vacancies. Location preference is required.

DUTIES: Under the direction of one or more Executive Director(s) of professional licensing boards, assists with board operations and administers all board business. Assists in the administration and coordination of testing of candidates for licensure, as required. Assists in overseeing the application process for licensure and issues licenses to qualified individuals. Supervises staff. Responds to written, electronic or telephone inquiries and complaints. Collects data and prepares reports required and/or requested by Executive Directors. Assists in the preparation of board records and files, including licensing and examination files, rules and regulations, continuing education material, and all legal resource material. Assists in the execution of board decisions and policies, as required and performs other related duties as required.

REQUIREMENTS

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

EXPERIENCE: Two (2) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting, or in assisting an executive with program development and implementation.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

NOTE: A Master's degree in Public Administration, Business Administration, Management, or other closely related field may be substituted for one (1) year of experience.

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.

RESUME NOTE: Eligibility determinations are 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 #20-119 with desired location preference and a current resume on or before the closing date of December 20, 2020 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

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.

