



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

GURBIR S. GREWAL
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

July 16, 2020 NOTICE OF JOB VACANCY #20-180

Opportunities currently exist in the classified service with the Department of Law and Public Safety, Division of Administration, for applicants who meet the requirements specified below:

TITLE: Personnel Trainee
SALARY: \$45,731.91
LOCATION: Division of Administration
Human Resource Management
Richard J. Hughes Justice Complex
25 Market Street, Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: Five (5)

DUTIES: Under the direction of a supervisory official within the Department of Law and Public Safety, Division of Administration, Human Resource Management, as a trainee and productive worker, receives on-the-job training in government personnel practices and procedures and their application and does work which will provide practical personnel experience; performs other related entry-level work.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. *Applicants must submit proof of Bachelor's degree completion to be considered. Therefore, one of the following items must be submitted together with a resume: (1) a copy of your college diploma or (2) a copy of your final unofficial transcripts, which indicates the date your degree was conferred and the type of degree awarded. Failure to submit one of these two items, as aforementioned, will result in disqualification from consideration. Matriculating students cannot be considered.*

ADVANCEMENT: Appointees who successfully complete the twelve-month training period will be eligible for advancement to the title: Personnel Assistant 4. *The inability of an employee to attain a level of performance warranting advancement to the title indicated above shall be considered cause for separation.*

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: One position will be dedicated to our Talent Acquisition Group. As such, preference will be given to applicants who have prior experience working in legal recruitment or in a legal setting.

RESUME NOTE: Eligibility determinations are based upon proof of degree submitted but a resume is still required. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation, approved by the Civil Service Commission, indicating its U.S. equivalency prior to the closing date. Failure to do so will result in disqualification.

If qualified, please send a cover letter indicating interest in job vacancy #20-180, a current resume and one of the following: (1) a copy of your college diploma or (2) a copy of your final unofficial transcripts, which indicates the date your degree was conferred and the type of degree awarded (one is required for consideration) on or before the closing date of August 16, 2020 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

or

Division of Administration
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0081

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.

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.

