



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 #20-205

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: Executive Secretary

SALARY: \$60,000.00

LOCATION: Division of Consumer Affairs
Board of Dentistry (1); Board of Professional Engineers (1);
and the Board of Respiratory Care/Ophthalmic Dispensers (1)
124 Halsey Street
Newark, NJ 07102

NUMBER OF POSITIONS AVAILABLE: Three (3) as indicated above.

DUTIES: Under the direction of the Deputy Director or other supervisory official, Division of Consumer Affairs, Department of Law and Public Safety, will prepare agendas, including all relevant materials, for monthly meetings of the assigned Board or Unit, as well as for Board or Unit committee and subcommittee meetings and prepares minutes of those meetings; coordinates and schedules formal and informal hearings; administers, oversees or coordinates testing of candidates for licensure; oversees the application process for licensure and issues licenses to qualified individuals; manages the staff of the Board or Unit; responds to written, electronic or telephone inquiries and complaints; collects data (statistical and financial) and prepares reports required and/or requested by the Department, Division, Board, Unit, other State Agencies or other stakeholders; maintains all Board or Unit records and files, including licensing and examination files, rules and regulations, continuing education material, and all legal resource material; executes Board or Unit decisions and policies, and executes Board or Unit policies as required; performs other related duties as assigned.

REQUIREMENTS

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

EXPERIENCE: Five (5) years of comprehensive experience involving governmental or business administration, two (2) years of which shall be in a supervisory capacity.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year for year basis, for the non-supervising 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 required to perform the essential duties of the position.

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 job vacancy announcement #20-205 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.

