



## 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 25, 2020**  
**NOTICE OF JOB VACANCY**  
**#20-272**

An opportunity currently exists in the classified service with the Department of Law & Public Safety, Division of Administration, for current State employees with permanent service in a competitive title who meet the requirements listed below:

**TITLE:** Administrative Assistant 2  
**SALARY:** \$54,684.00 to \$77,418.81  
**LOCATION:** Division of Administration  
Budget and Grant Operations  
Richard J. Hughes Justice Complex  
25 Market Street, Trenton, NJ

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

**DUTIES:** Assists the Deputy Director of Grants in the Office of Budget and Grant Operations by performing administrative functions such as maintaining internal Microsoft Access databases and Excel tracking forms; preparing and tracking correspondence between program staff and sub grantees; maintaining list of grant stakeholders, does other related duties.

### **REQUIREMENTS**

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

**EXPERIENCE:** Two (2) years of experience in a business or government agency providing administrative support services and/or coordinating work activities.

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

**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 necessary 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 #20-272 and a current resume on or before the closing date of December 9, 2020 to:***

Recruitment Coordinator  
LPS.Humanresources@njoag.gov

**-OR-**

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.

