



## 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  
Acting Administrator

### February 12, 2020 NOTICE OF JOB VACANCY #20-53

Opportunities currently exists in the unclassified service with the Department of Law and Public Safety, Office of Public Integrity & Accountability, for applicants who meet the requirements specified below:

**TITLE:** Administrative Analyst 2

**SALARY:** \$54,684.00 to \$77,418.81

**LOCATIONS:** Office of Public Integrity & Accountability  
Corruption and Integrity Bureau  
1 Apollo Drive  
Whippany, NJ

**and**

Office of Public Integrity & Accountability  
Corruption and Integrity Bureau  
Hughes Justice Complex  
25 Market Street, Trenton, NJ

*Statewide travel required for work responsibilities*

**NUMBER OF POSITIONS AVAILABLE:** Three (3) vacancies. Location preference required.

The Office of Public Integrity & Accountability (OPIA) is dedicated to increase public confidence in government by holding corrupt government officials and public servants accountable, reviewing claims of actual innocence by convicted individuals and fostering excellence in policing.

**DUTIES:** Under the direction of a supervisory official within OPIA, conducts forensic analysis of data, including financial, for the detection and prosecution of criminal activities related all aspects of public corruption including official misconduct, bribery, theft, money laundering, fraud and other related crimes; compiles detailed findings and conclusions to prepare forensic reports; ability to adeptly utilize computer software, hardware, and databases, for gathering, analyzing and presenting financial or other information; provides technical guidance, assistance and administrative support to trial teams during all stages of investigation and prosecution; attends court proceedings as needed; 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 involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for- year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey.

**PREFERENCE:** Preference will be given to applicants with criminal justice experience.

**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 its 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 #20-53 with desired location preference and a current resume on or before the closing date of March 4, 2020 to:***

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

**-OR-**

Recruitment Coordinator  
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.

