



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

April 16, 2021 NOTICE OF JOB VACANCY #21-110

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

TITLE: Technical Assistant 1
SALARY: \$40,079.44 to \$56,215.45
LOCATION: Division of Criminal Justice
CODIS Compliance Unit
25 Market Street
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under close direction of a supervisory official in the CODIS Compliance Unit, Division of Criminal Justice, performs technical duties and paraprofessional responsibilities for prescribed projects and programs requiring the independent application of rules, regulations, policies, and procedures to varying situations within the particular area of assignment; assists in database entry and preparing documentation regarding CODIS activities/or internal tracking; performs general clerical duties, including letter drafting, photocopying, answering phones, scheduling meetings and filing; performs extensive scanning and manages record archiving and storage; schedules, facilitates and/or coordinates trainings/programs; works in various databases and case tracking systems; assists in assembly and distribution of DNA collection kits; assists in email distribution to various entities; works collaboratively with attorneys, detectives, staff and various partner agencies; prepares quarterly reports and disseminates to agencies as needed; serves as a liaison to law enforcement and criminal justice agencies; performs data entry; performs other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with an Associate's Degree.

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.

EXPERIENCE: One (1) year of experience in providing support to functions such as grant/contract compliance monitoring, program monitoring, or fiscal compliance and budgetary assistance and/or providing technical assistance to state and/or local communities or agencies, completing forms or applications, reviewing documents for accuracy and content, resolving complaints, or interpreting rules, regulations, policies, and procedures for the public, and/or others.

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

PREFERENCE: Preference will be given to candidates with a demonstrated ability to work effectively with a broad cross-section of stakeholders and who possess excellent organization and communications skills.

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 disqualification.

If qualified, please send a cover letter indicating interest in job vacancy announcement #21-110 and a current resume on or before the closing date of April 30, 2021 to:

Recruitment Coordinator
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.

