



State of New Jersey

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

GURBIR S. GREWAL
Attorney General

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Chief Administrative Officer

April 9, 2021
NOTICE OF JOB VACANCY
#21-128

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

- TITLE: Technical Assistant 3
SALARY: \$52,278.74 to \$73,926.08
LOCATION: Division of Consumer Affairs
Board of Medical Examiners
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under supervision of the Executive Director, Board of Medical Examiners, or other supervisory official in the Division of Consumer Affairs, Department of Law and Public Safety, oversees the collection and reporting of physician information to the Healthcare Profile database. Responsible for compiling disciplinary information and reporting to the National Practitioner Databank; manages the Board's expert witness database and responsible for processing contracts and payments for experts retained by the Board in disciplinary matters; performs other related work as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college 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: Three (3) years 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 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 disqualification.

If qualified, please send a cover letter indicating interest in job vacancy #21-128 and a current resume on or before the closing date of April 23, 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.

