



State of New Jersey

PHILIP D. MURPHY
Governor

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

GURBIR S. GREWAL
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

June 14, 2021 NOTICE OF JOB VACANCY #21-224

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: Supervisor, Licensing Unit, Professional Board

SALARY: \$45,731.91 to \$64,442.64

LOCATION: Division of Consumer Affairs
Professional Boards Operations – Team 6
124 Halsey Street
Newark, NJ 07102

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Executive Director or Executive Secretary of a Professional Board in the Division of Consumer Affairs, Department of Law and Public Safety, will be responsible for application processing for the State Board of Master Plumbers, the State Board of Examiners of Heating, Ventilating, Air Conditioning and Refrigeration (HVACR) Contractors, the Master Hearth Specialists Advisory Committee, and other boards and committees, as necessary. Responsibilities include supervising the clerical staff and procedures regarding applications for initial licensure and other credentials issued by the board and/or committee; implementing changes in policy and procedures affecting licenses and other credentials issued by the board and/or committee; responsible for effectively communicating with applicants and members of the board and/or committee concerning application requirements and application status; collects data, maintains files, prepares reports and issues documents and correspondence as necessary; assigns work to subordinate staff and evaluates performance; performs other tasks as required.

REQUIREMENTS

EXPERIENCE: Four (4) years of experience in processing technical clerical work, two (2) years of which must have included supervision of clerical staff involved in the issuance of licenses and/or permits.

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 only be based upon information presented in resume. 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 disqualification.

If qualified, please send a cover letter indicating interest in job vacancy announcement #21-224 and a current resume on or before the closing date of June 28, 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.

