



## 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*

July 16, 2021

### NOTICE OF JOB VACANCY #21-257

**This is a repost of vacancy announcement #21-22; previous applicants need not reapply.**

Opportunities currently exist in the classified service with the Department of Law & Public Safety, Office of Public Integrity & Accountability, for current State employees with permanent service in a competitive title who meet the requirements specified below:

**TITLE:** Secretarial Assistant 2 Non-Stenographic

**SALARY:** \$46,646.55 to \$65,731.50

**LOCATIONS:** Office of Public Integrity & Accountability  
240 Cedar Knolls Road  
Cedar Knolls, NJ (North)  
*One (1) Vacancy*

**AND**

Office of Public Integrity & Accountability  
25 Market Street  
Trenton, NJ (Central)  
*One (1) Vacancy*

**NUMBER OF POSITIONS AVAILABLE:** Two (2) – as identified above. Location preference required.

The Office of Public Integrity & Accountability (OPIA) is dedicated to increasing 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 supervision, provides secretarial, administrative and clerical support to OPIA's Assistant Attorney's General, legal and investigative staff; provides varied and more complex administrative services; improves and develops effective work methods and processes; types correspondence, reports and recommendations of a confidential nature; prepares and or updates moderately complex statistical data and other reports; gathers and tracks cases, data, projects and initiatives; obtains pertinent material from files and/or other sources, including electronic; puts into usable form for review and use; ability to effectively utilize various computer databases and software applications, including Microsoft Word, Outlook, Excel, Promis Gavel and Infoshare; creates and maintains documents and files; prepares and tracks voluminous discovery; reviews and responds to and or routes incoming correspondences, e-mails and telephone calls; maintains calendars, schedules and coordinates events, meetings and locations internally and externally; responsible for answering and directing phone calls; scanning, organizing mail and other general clerical duties; will be required to utilize various types of electronic and/or manual recording and information systems used by the office, or related units; works on special projects and performs other responsibilities as needed.

### REQUIREMENTS

**EXPERIENCE:** Four (4) years of experience in secretarial and administrative clerical work.

**NOTE:** Successful completion of a clerical training program with a minimum of 700 classroom training hours or thirty (30) semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

**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.

**PREFERENCE:** Preference will be given to candidates who possess more than ten (10) years of relevant secretarial and administrative clerical experience, with demonstrated ability to work effectively with a broad cross-section of stakeholders and who possess excellent written and oral 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 your ineligibility.

**If qualified, please send a cover letter indicating interest in job vacancy announcement #21-257 and current resume on or before the closing date of July 30, 2021 to:**

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

**-OR-**

Division of Administration  
P.O. Box 081  
Trenton, NJ 08625-0081

"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.

