



# 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*

ANDREW J. BRUCK  
*Acting Attorney General*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

## August 3, 2021 NOTICE OF JOB VACANCY #21-286

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

**TITLE:** Administrative Assistant 1

**SALARY:** \$63,897.91 to \$90,711.70

**LOCATION:** Division of Criminal Justice  
Director's Complex  
Richard J. Hughes Justice Complex  
25 Market Street, Trenton, NJ  
*(Statewide travel between offices required for work responsibilities.)*

**AND**

Division of Criminal Justice  
Director's Complex  
1 Apollo Drive  
Whippany, NJ 07981

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under supervision of the Director of the Division of Criminal Justice ("the Division"), performs and coordinates administrative support services for the Director; performs complex administrative tasks; facilitates and/or coordinates events, trainings, and programming; works in various databases; gathers data and creates reports; works collaboratively with attorneys, detectives, Division staff, and various partner agencies on projects and initiatives; coordinates and manages special projects; performs extensive calendar management for the Director; reviews and responds to correspondence and communications on behalf of the Director; interfaces with inter-department and outside agency's communications teams on behalf of the Director; prepares draft remarks and reviews outward facing communications; arranges and manages community engagement and outreach events in which the Director participates; manages community partner relationships and provides advance work in partnership with interdependent outreach teams; and performs other related duties, as required or needed.

### **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Three (3) years of experience in a business or government agency providing administrative support services and/or coordinating work activities.

**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.

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

**PREFERENCE:** Preference will be given to candidates with a demonstrated ability to work effectively with a broad cross-section of stakeholders, who have outreach and community engagement experience, and who possess excellent 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 will result in your ineligibility.

***If qualified, please send a cover letter indicating interest in job vacancy #21-286 and a current resume on or before the closing date of August 17, 2021 to:***

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

**-OR-**

Recruitment Coordinator  
Division of Administration  
Human Resource Management  
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.

