



State of New Jersey

PHILIP D. MURPHY
Governor

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

ANDREW J. BRUCK
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

November 24, 2021
NOTICE OF JOB VACANCY
#21-411

A temporary appointment currently exists with the Department of Law & Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

TITLE: Management Assistant

SALARY: \$48,767.10 to \$68,775.00

LOCATION: Division on Civil Rights
140 East Front Street
Trenton, New Jersey 08625

OR

Division on Civil Rights
31 Clinton Street, 3rd Floor
Newark, NJ 07102

Some statewide travel maybe required for work responsibilities

ANTICIPATED DURATION: Three (3) years (Ending: December 31, 2024)

NUMBER OF POSITIONS AVAILABLE: One (1) - Location preference required for consideration.

The Division on Civil Rights (DCR) is charged with enforcing the New Jersey Law Against Discrimination (LAD) and the Fair Chance in Housing Act (FCHA) and preventing and eliminating discrimination and bias-based harassment in New Jersey.

DUTIES: Under the direction of the Supervisor of the Housing Unit, the Management Assistant will respond to constituent inquiries via phone and e-mail; assist parties with DCR's New Jersey BIAS (NJBIAS) on-line case management system; prepare service and case closure letters; perform research and collect and interpret data for assigned projects; make recommendations to improve operations and assist in planning and implementing improvements; interpret administrative regulations and policies; maintenance of data and electronic records, assist in updating and maintaining the unit's tracking database and systems, learn to utilize various types of electronic and/or manual recording and computerized information systems used by the unit, manage internal reporting systems, forms, and suggest methods for improvements; supervise the maintenance of electronic records and files, attend meetings or conferences to maintain current skills to perform duties; performs other related duties as required.

REQUIREMENTS

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

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

EXPERIENCE: One (1) year of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures.

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

PREFERENCE: Preference will be given to applicants who demonstrate commitment to fair housing and to the civil rights laws enforced by DCR and a New Jersey free of discrimination; demonstrated abilities to competently and professionally engage with members of the public, Must also have excellent written and verbal communications skills, and be extremely organized and detail oriented.

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 #21-411 with desired location preference and a current resume on or before the closing date of December 27, 2021 to:

Recruitment Coordinator:
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.

