



## State of New Jersey

PHILIP D. MURPHY  
*Governor*

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

GURBIR S. GREWAL  
*Attorney General*

SHEILA Y. OLIVER  
*Lt. Governor*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

### March 8, 2021 AMENDED NOTICE OF JOB VACANCY #21-83

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

**TITLE:** Administrative Analyst 3

**SALARY:** \$68,635.84 to \$97,643.83

**LOCATION:** Division of Criminal Justice  
Specialized Crimes  
5 Executive Campus  
Cherry Hill, NJ 08002  
*Statewide travel required for work responsibilities*

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

**DUTIES:** Under general supervision of a Bureau Chief, Deputy Bureau Chief, or other supervisory official within the Division of Criminal Justice, performs the review, analysis and appraisal of current Department administrative procedures, organization, and performance and helps to prepare recommendations for changes and/or revisions; provides a wide range of analytical support for the Specialized Crimes Bureau; conducts analysis of data for the detection and prosecution of criminal activities related to all aspects of Specialized Crimes including Motor Vehicle Commission, Environmental, Casino, Labor, Alcoholic Beverage Control, Bias Crimes, and the Atlantic City Task Force; compiles detailed findings and conclusions to prepare reports; utilizes computer software and programs for gathering and analyzing information; provides technical guidance, assistance and administrative support to trial teams; reviews existing procedures and policies and makes recommendations for improvements; implements approved recommendations; attends court proceedings, as needed; analyzes information, data and processes; arranges meetings, conferences, trainings and other events; maintains databases; works collaboratively with detectives and attorneys with regards to all aspects of criminal prosecution; assists with special projects; and does other related duties, as required.

### **REQUIREMENTS**

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

**EXPERIENCE:** Three (3) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency.

**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.

**NOTE:** A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated 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 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 #21-83 and a current resume on or before the closing date of March 24, 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.



*New Jersey is an Equal Opportunity Employer ♦ Printed on Recycled and Recyclable Paper*