



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

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Chief Administrative Officer

April 7, 2022
NOTICE OF JOB VACANCY
#22-220

This is repost of vacancy announcement #22-112; previous applicants need not reapply.

A temporary employment services opportunity currently exists with the Department of Law and Public Safety, Division of Alcoholic Beverage Control, for applicants who meet the requirements specified below:

TITLE: Special Services (Hourly Senior Management Assistant)

SALARY: \$31.14 to \$35.46 per hour

LOCATION: Division of Alcoholic Beverage Control
Director's Office
140 East Front Street
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the supervision of the Director or other supervisory official in the Department of Law and Public Safety, Division of Alcoholic Beverage Control (ABC), will perform the following activities: gathers information on agency standard operations and procedures through interviews with Bureau Chiefs, managers, supervisors and employees. Collects and reviews the accuracy and relevancy of current ABC Standard Operating Procedures (SOP's) and ensures compliance with the Departmental and State: Circular Letters and SOP's. Converts information acquired from stakeholders into concise procedures and uniform Standard Operating Procedures. Prepares appropriate exhibits, flow charts and diagrams as necessary to accompany SOPs. Offers staff training on Standard Operating Procedures. Schedules deadlines for written SOP's to be revised and review SOPs with key staff to ensure conformance with agency practice and procedure; performs other related work as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college 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: Two (2) years 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 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 applicants with a Bachelor's degree and a minimum of five (5) years of experience in regulatory or law enforcement agency and experience developing; writing operational and administrative SOPs for regulatory and/or law enforcement agencies; experience in Microsoft Office Suite and Teams. Must also have excellent written and verbal communications skills.

WRITING SAMPLE: Applicants will be required to submit a standard operating procedure writing sample that is unedited by others at the time of interview.

SPECIAL NOTE: Special Services positions are filled on a part-time, temporary basis, during normal business hours, and limited to 944 work hours in a fiscal year.

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 #22-220 and a current resume to:

Recruitment Coordinator
LPS.HumanResources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
Human Resource Management
P.O. Box 081
Trenton, NJ 08625-0081

This is a continuous recruitment posting; announcement will remain open until the vacancy has been filled.

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.

