



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

MATTHEW J. PLATKIN
Acting Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

May 6, 2022

NOTICE OF JOB VACANCY
#22-268

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

TITLE: Public Information Officer

SALARY: \$62,090.59 to \$86,925.63

LOCATION: Office of the Attorney General Office of the Attorney General
Office of Communications Office of Communications
25 Market Street OR Division of Consumer Affairs, 124 Halsey Street
Trenton, NJ Newark, NJ
(Statewide travel required for work responsibilities)

NUMBER OF POSITIONS AVAILABLE: One (1) – Location preference required.

DUTIES: Under the supervision of the Director, Division of Consumer Affairs, and the Director, Office of Communications for the Office of the Attorney General, or other supervisory official within the Department of Law and Public Safety ("Department"): is responsible for assigned work programs of the Division of Consumer Affairs ("Division"); develops and writes speeches, briefings, and other communications for the Division; translates the ideas, objectives, mission, and philosophy of the Division into written statements that relate to the assigned topic, speaker, and intended audience; performs outreach and communicates directly with members of the press; may supervise various Division outreach efforts; may compose editorials, press releases, articles and/or educational materials representing the Division, Department and/or Attorney General; may assist the Attorney General's Executive Staff and Division with speech delivery preparations, press conferences and other projects; will work independently and collaboratively within the Office of Public Communications; and performs other related work as required. This position may also require non-traditional work hours, on an as needed basis, including evenings and weekends on short deadlines for certain assignments, with or without advance notice, and may require travel to perform the aforementioned responsibilities.

REQUIREMENTS

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

EXPERIENCE: Five (5) years of experience in the collection, analysis, preparation, and dissemination of information in a public relations and/or public information program in a public or private agency or organization, two (2) years of which shall have been in a supervisory capacity.

NOTE: Additional experience as indicated above may be substituted on a year-for-year basis for the above education. Thirty (30) semester hour credits are equal to one (1) year of experience.

NOTE: A Master's degree in Journalism, Public Relations, Communications, or English may be substituted for one (1) year of nonsupervisory experience.

PREFERENCE: Preference will be given to applicants with extensive journalism or public relations experience.

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

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 announcement #22-268 with desired location preference and a current resume on or before the closing date of May 20, 2022 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
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.

