



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

July 11, 2022
AMENDED NOTICE OF JOB VACANCY
#22-346

Opportunities currently exist 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

LOCATIONS: 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: Two (2) – Location preference required.

DUTIES: Under the supervision of the Director, Office of Communications for the Office of the Attorney General (OAG), is responsible for assigned OAG work programs and develops and writes press releases, speeches, briefings, and other communications, translates the ideas, objectives, mission, and philosophy of OAG 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 outreach efforts; may compose editorials, articles and/or educational materials representing the Office and/or Attorney General; may assist the Attorney General’s Executive Staff with speech delivery preparations, press conferences and other projects; will work independently and collaboratively within the Office of 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.

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

Appointees will be required to be compliant with all Executive Orders (EO), mandates, policies, and directives related to Covid-19, including testing and vaccinations, and including but not limited to EO 252 (Murphy), EO 283 (Murphy) and/or EO 290 (Murphy).

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

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 #22-346 with desired location preference and a current resume on or before the closing date of August 11, 2022 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

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

Announcement has been amended to update the number of vacancies.

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.

