



State of New Jersey

PHILIP D. MURPHY
Governor

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

MATTHEW J. PLATKIN
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

July 21, 2022
NOTICE OF JOB VACANCY
#22-367

Opportunities currently exist in the classified service with the Department of Law and Public Safety, Division of Consumer Affairs, for applicants who meet the requirements specified below:

TITLE: Personnel Trainee
SALARY: \$48,531.07
LOCATION: Division of Consumer Affairs
Human Resources
124 Halsey Street
Newark, NJ 07102

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under the direction of a supervisory official within the Department of Law and Public Safety, Division of Consumer Affairs, Human Resource Unit, as a trainee and productive worker, receives on-the-job training in government personnel practices and procedures and their application and does work which will provide practical personnel experience; performs other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. Applicants must submit proof of Bachelor's degree completion to be considered. Therefore, one of the following items must be submitted together with a resume: (1) a copy of your college degree or (2) a copy of your final unofficial transcripts, which indicates the date your degree was conferred and the type of degree awarded. Failure to submit one of these two items, as aforementioned, will result in disqualification from consideration. Matriculating students cannot be considered.

ADVANCEMENT: Appointees who successfully complete the 12-month training period will be eligible for advancement to the following title under Civil Service Commission procedures: Personnel Assistant 4. The inability of an employee in the title to attain a level of performance warranting advancement to a title listed above shall be considered cause for separation.

LICENSE: Appointees 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.

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 and proof of degree submitted. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency, with a course-by-course breakdown of credits earned, prior to the closing date. Failure to do so will result in disqualification.

If qualified, please send a cover letter indicating interest in job vacancy announcement #22-367, a copy of your college degree or a copy of your final unofficial transcripts, which indicates the date your degree was conferred and the type of degree awarded (one of these two items, as aforementioned, is required to be considered) and a current resume on or before the closing date of August 4, 2022 to:

Recruitment Coordinator:
Recruit@dca.njoag.gov

-OR-

Recruitment Coordinator
Division of Consumer Affairs
Human Resource Department
P.O. Box 45024, Newark, NJ 07102

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.

