



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

August 5, 2022 NOTICE OF JOB VACANCY #22-372

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Office of the Attorney General, for current State employees with permanent service in a competitive title who meet the requirements indicated below:

TITLE: Administrative Assistant 1
SALARY: \$66,479.39 to \$94,376.42
LOCATION: Office of the Attorney General
Office of Diversity, Equity, and Inclusion
25 Market Street – 8th Floor
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of the Chief in the Office of Diversity, Equity, and Inclusion (ODEI), acts as principal assistant on administrative matters, performing and coordinating administrative support services for ODEI. Maintains liaison with other organizational units providing support services, collects data for and assists in preparation of administrative aspects of ODEI's operations. Coordinates collection of data and preparation of administrative and informative reports in support of program activities and statistical records of performance data. Plans, schedules, attends and/or provides administrative support for meetings, programs and other ODEI initiatives, and prepares reports thereon. Reviews and/or prepares routine correspondence. Coordinates office operations and suggests methods for office improvements. Supervises the maintenance of records and files. Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units; performs other related duties as assigned.

REQUIREMENTS

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

EXPERIENCE: Three (3) years of experience in a business or government agency providing administrative support services and/or coordinating work activities.

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.

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.

PREFERENCE: Demonstrated ability to work independently with some supervision. Knowledge of department and division organization preferred, plus demonstrated ability to maintain effective work relationships within the department and with outside departments and agencies. Proficiency in Microsoft Office applications including Word, Excel, Forms, PowerPoint, Teams and Lists is preferred.

SPECIAL NOTE: Current Department of Law and Public Safety employees serving in an unclassified appointment will also be considered, if interested. Applicants outside of State service or appointed to an unclassified title in another Department or State agency cannot be considered.

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 may result in disqualification.

If qualified, please send a cover letter indicating interest in job vacancy announcement #22-372 and a current resume on or before the closing date of August 26, 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.

