



## 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 23, 2022 AMENDED NOTICE OF JOB VACANCY #22-401

Opportunities currently exist in the unclassified service with the Department of Law & Public Safety, Office of Public Integrity & Accountability, for applicants who meet the requirements specified below:

<b>TITLE:</b>	Technical Assistant 2	OR	Technical Assistant 3
<b>SALARY:</b>	\$48,531.07 to \$68,387.05		\$55,478.62 to \$78,450.85
<b>LOCATION:</b>	Office of Public Integrity & Accountability Police Training Commission Academy Coordination & Law Enforcement Certification Unit – 8 Vacancies In-Service Training & ACADIS Unit – 4 Vacancies 25 Market Street, Trenton, NJ <i>Limited statewide travel may be required for work responsibilities.</i>		

**NUMBER OF POSITIONS AVAILABLE:** Twelve (12) as indicated above.

**DUTIES:** Under the limited supervision of a supervisory official in the Department of Law and Public Safety, Office of Public Integrity & Accountability, Police Training Commission (PTC), performs complex technical and administrative duties; functions independently in supporting the PTC's training and learning management system (ACADIS) or by processing initial and renewal licenses; works closely with outside agencies, including municipal police departments, and interfaces with these agencies through the ACADIS portal; tracks in-service trainings, licenses, and compliance for all law enforcement agencies; applies rules, regulations, policies, and procedures, to agencies under the PTC and ensures compliance by way of oversight; works on special projects; performs other related duties, as required.

#### REQUIREMENTS

**EDUCATION:** Graduation from an accredited college or university with an Associate's Degree.

**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.

#### EXPERIENCE:

**TECHNICAL ASSISTANT 2:** Two (2) years of experience in providing support to functions such as grant/contract compliance monitoring, program monitoring, or fiscal compliance and budgetary assistance and/or providing technical assistance to state and/or local communities or agencies, completing forms or applications, reviewing documents for accuracy and content, resolving complaints, or interpreting rules, regulations, policies, and procedures for the public, and/or others.

**TECHNICAL ASSISTANT 3:** Three (3) years of experience in providing support to functions such as grant/contract compliance monitoring, program monitoring, or fiscal compliance and budgetary assistance and/or providing technical assistance to state and/or local communities or agencies, completing forms or applications, reviewing documents for accuracy and content, resolving complaints, or interpreting rules, regulations, policies, and procedures for the public, and/or others.

**NOTE:** Applicants who do not possess the required experience may substitute additional education 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.

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 #22-401 and a current resume to:*

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

-OR-

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

**This announcement will remain open until all vacancies have 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.

