



## 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  
*Attorney General*

SHEILA Y. OLIVER  
*Lt. Governor*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

### September 30, 2022 NOTICE OF JOB VACANCY #22-430

A temporary employment services opportunity currently exists with the Department of Law and Public Safety, Division of Criminal Justice, for applicants who meet the requirements specified below:

**TITLE:** Special Services  
(Hourly Technical Assistant)

**SALARY:** \$26.56 to \$30.19 per hour

**LOCATION:** Division of Criminal Justice  
State Grand Jury  
Hughes Justice Complex, Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under the limited supervision of the Clerk of the State Grand Jury, Deputy Clerk, Chief of Staff, Director, or other executive officer or supervisory official in the Division of Criminal Justice (“DCJ”) or the Department of Law and Public Safety (“LPS”), assists with all aspects of the State Grand Jury, inclusive of providing a wide range of administrative services in support of the Clerk and Deputy Clerk of State Grand Jury; assists in the coordination of management and administrative activities for State Grand Jury; will be required to interface with the public; assists in calendaring and scheduling proceedings related to State Grand Jury; assists with billing and reimbursements; assists with advanced clerical tasks; assists State Grand Jurors; performs other related duties or special assignments to assist with the operations of State Grand Jury or other Division Bureaus, as needed; does 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:** 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.

**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 only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**PREFERENCE:** Preference will be given to candidates with criminal justice experience who possess excellent organizational skills.

**SPECIAL NOTE:** Special Services positions are filled on a part-time, temporary basis during normal business hours. Candidates appointed to a Special Services title will be limited to 944 work hours in a fiscal year.

**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 your ineligibility.

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

***If qualified, please send a cover letter indicating interest in job vacancy announcement #22-430 and a current resume on or before the closing date of October 14, 2022 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

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.

