



State of New Jersey

PHILIP D. MURPHY
Governor

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

MATTHEW J. PLATKIN
Acting Attorney General

SHEILA Y. OLIVER
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WILLIAM H. CRANFORD
Chief Administrative Officer

August 8, 2022
NOTICE OF JOB VACANCY
#22-432

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

TITLE: Program Specialist Trainee

SALARY: \$46,431.85

LOCATION: Division of Administration
Grant Operations
25 Market Street, 4th Floor
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under the direction of an Administrative Analyst 4 or the Deputy Director of Grants, as a trainee and productive worker, receives on-the-job training while implementing and reviewing both Federal and State funded grant programs awarded to the Office of the Attorney General; performs the review, and analysis of federal and State grant funds; reviews grant applications, assists with the execution of sub-grant contracts and the review of financial documentation to ensure allowable expenses while adhering to grant conditions, regulations and procedures for proper utilization of State resources; performs ongoing analysis for the appropriate distribution of grant funds to sub recipients; review programmatic reports to ensure goals and objectives are being met; does other related work.

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 diploma 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 selected to fill a trainee title and who successfully complete the twelve-month training period as a Program Specialist Trainee will be eligible for advancement to the title: Program Specialist 1. *The inability of an employee to attain a level of performance warranting advancement to the title indicated 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 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 are based upon proof of degree submitted and the information presented on your resume. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation with a course-by-course breakdown, approved by the Civil Service Commission, indicating its U.S. equivalency 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 #22-432, a current resume and one of the following: (1) a copy of your college diploma or (2) a copy of your final unofficial transcripts, which indicates the date your degree was conferred and the type of degree awarded (one is required for consideration) on or before the closing date of August 22, 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.

