



## State of New Jersey

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

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

MATTHEW J. PLATKIN  
*Acting Attorney General*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

### September 29, 2022 NOTICE OF JOB VACANCY #22-477

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Division of Criminal Justice, for applicants who meet the requirements specified below:

**TITLE:** Program Specialist 2  
**SALARY:** \$58,031.09 to \$82,157.57  
**LOCATION:** Division of Criminal Justice  
Prosecutors Supervision and Training Bureau  
Hughes Justice Complex, Trenton, NJ 08625  
*Statewide travel required for work responsibilities.*

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

**DUTIES:** Under the general direction of the Bureau Chief, Deputy Bureau Chiefs, or other supervisory officials in the Prosecutors Supervision and Training Bureau (PS&TB) or the Division of Criminal Justice, performs professional and administrative work to promote the planning, operation, implementation, monitoring, and evaluation of various programs administered by the PS&TB; coordinates work involved in the development, review, and implementation of training courses offered through the PS&TB and the CLEAR Institute; coordinates program activities involving various organizational offices, including law enforcement agencies throughout the state, various Divisions within the Department of Law & Public Safety, various entities within Municipal, State and Federal government, and community stakeholders, for working groups that create training courses offered through the PS&TB and the CLEAR Institute; coordinates work involved in the PS&TB's numerous community outreach events, community policing efforts, and conferences; responds to requests for information regarding program activities or requirements; reviews and prepares written materials such as letters, correspondence, and other documents related to the program functions; maintains essential records, reports and files; will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the PS&TB and the CLEAR Institute; and does other related work.

### **REQUIREMENTS**

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

**EXPERIENCE:** Two (2) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

**NOTE:** Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

**NOTE:** A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of experience.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey.

**PREFERENCE:** Preference will be given to candidates highly proficient with Microsoft Office (including PowerPoint); experience and proficiency with workplace learning technology (eLearning) and learning management systems; and demonstrated experience with Course Authoring/Creation/Production.

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 #22-477 and a current resume on or before the closing date of October 13, 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.

