



## 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 28, 2022 NOTICE OF JOB VACANCY #22-528

**This is a repost of vacancy #22-73 and #22-294; previous applicants need not reapply.**

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Juvenile Justice Commission, for current State employees with permanent service in a competitive title who meet the requirements specified below:

**TITLE:** Executive Assistant 3  
**SALARY:** \$83,619.58 to \$119,250.94  
**LOCATION:** Juvenile Justice Commission  
Office of the Deputy Executive Director - Operations  
Spruce Street, Trenton, NJ 08625

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

**DUTIES:** Under direction of a Deputy Executive Director, Juvenile Justice Commission, acts as staff and personal representative responsible for assisting in the execution of the Commission's function through the implementation of policy and the development, management, and control of plans, programs, and operations, by employing accepted modern techniques of management; serves as liaison to other department and division agencies to alleviate management and administrative problems, conferring with personnel analysts in matters of classification, recruitment, payroll, and employee problems, and consulting with budget experts in matters of budget limitations and policies; participates in or performs special studies or investigations which require the analysis of requests and statistics in highly sensitive areas; makes recommendations regarding appropriate action; researches, analyzes, and provides input on proposed legislation affecting division programs or functions; assists in overseeing the establishment of administrative procedures required by new legislation or directives; acts as personal representative of the Deputy Executive Director at meetings and conferences; drafts correspondence in the course of official duties; prepares and directs the preparation of clear, sound, accurate, and informative reports containing findings, statistical information, analyses, conclusions, and recommendations; does related work as required.

### **REQUIREMENTS**

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

**EXPERIENCE:** Four (4) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting or in assisting an executive with program development and implementation.

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

**NOTE:** A Master's degree in Public Administration, Business Administration, Management, or other closely related field may be substituted for one (1) year of experience.

**LICENSE:** Appointee 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 may be given to candidates who have completed coursework in the area of juvenile justice and/or youth development or with experience in, or knowledge of, county funding procedures, the juvenile court system.

**RESUME NOTE:** Eligibility determinations are 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.

This position may be eligible to telework for up to two (2) day a week as part of the JJC's Pilot Telework Program as authorized by the Civil Service Commission (CSC).

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 #22-528 and a current resume before the closing date of October 12, 2022 to:***

Recruitment Officer  
[jjcrecruitment@jjc.nj.gov](mailto:jjcrecruitment@jjc.nj.gov)

**-OR-**

Recruitment Officer  
Juvenile Justice Commission  
Office of Human Resources  
P.O. Box 107, Trenton, NJ 08625-0107

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.

