



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
Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

November 17, 2022
NOTICE OF JOB VACANCY
#22-609

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

TITLE: Executive Assistant 3
SALARY: \$83,619.58- \$119,250.94
LOCATION: Division of Criminal Justice
Prosecutors Supervision and Training Bureau
25 Market Street, Trenton, NJ
Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Bureau Chief of the Prosecutors Supervision and Training Bureau, or other supervisory officer in the Division of Criminal Justice ("the Division"), and in coordination with the Governor's Office, serves as the New Jersey Extradition Secretary to ensure extradition matters are properly coordinated, prepared, and executed. This includes the coordination of requests for the extradition of fugitives in New Jersey wanted in other states, fugitives in other states wanted in New Jersey, and fugitives wanted in New Jersey that have fled to other countries and territories. The successful applicant will also perform data entry to maintain, track, and update all extradition and rendition requests and waivers into a database; responds to calls, emails, and correspondence on extradition matters from prosecutors, judges, and law enforcement officers in New Jersey and other jurisdictions; establishes professional contacts with other extradition officials in the United States; serves as the lead representative from New Jersey to the National Association of Extradition Officials; conducts periodic trainings and updates to law enforcement stakeholders in New Jersey on the extradition process; coordinates liaison group meetings of extradition representatives from New Jersey's 21 counties and State agencies; prepares memoranda for review by the Attorney General on International Inmate Transfer Applications; assists in the coordination of prosecutor-initiated Interstate Agreement on Detainer requests as needed. This position may also require non-traditional work hours, on an as needed basis, including evenings and weekends on short deadlines for certain assignments, with or without advance notice, and may require travel to perform the aforementioned responsibilities; performs other 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 additional experience as indicated 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.

PREFERENCE: Preference will be given to candidates with experience in handling extradition matters for a County Prosecutor's Office, Sheriff's Department, or other law enforcement agency; with a demonstrated ability to work effectively with a broad cross-section of stakeholders; who possess excellent organization and communications skills; and who have knowledge and experience with criminal justice processes and related systems.

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.

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 #22-609 and current resume on or before the closing date of December 1, 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.

