



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 #22-624

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Office of the Attorney General, for current State employees with permanent service in a competitive title, or the approved bridge title, who meet the requirements indicated below:

TITLE: Administrative Assistant 1

SALARY: \$66,479.39 to \$94,376.42

LOCATION: Office of the Attorney General
SAFE Office
25 Market Street
Trenton, NJ 08625

OR

Office of the Attorney General
SAFE Office
124 Halsey Street
Newark, NJ 07102

NUMBER OF POSITIONS AVAILABLE: One (1) – location preference required.

In July 2022, the Attorney General established the Statewide Affirmative Firearms Enforcement (SAFE) Office within the Department of Law and Public Safety. SAFE exercises the powers and duties vested in the Attorney General by P.L. 2002, c.56, including authority to investigate violations and bring civil enforcement actions against gun industry members. More broadly, SAFE coordinates across the Department to facilitate the efficient and effective administration of laws pertaining to gun violence. SAFE is directed and supervised by the Attorney General.

DUTIES: Assist the Director, Deputy Director, and other staff of the Statewide Affirmative Firearms Enforcement (SAFE) Office by performing and coordinating administrative support services. Work will include planning, scheduling, and/or attending meetings and conferences; strategically managing the schedule of appointments and daily engagement calendar of SAFE executive staff; and maintaining confidential correspondence and other records and files. May perform other related duties.

REQUIREMENTS

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

EXPERIENCE: Three (3) years of experience in a business or government agency providing administrative support services and/or coordinating work activities.

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.

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.

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 #22-624 with desired location preference and a 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.

