



State of New Jersey

PHILIP D. MURPHY
Governor

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

MATTHEW J. PLATKIN
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

February 3, 2023 NOTICE OF JOB VACANCY #23-74

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Alcoholic Beverage Control, for applicants who meet the requirements specified below:

TITLE: Executive Assistant 1
SALARY: \$60,711.81 - \$86,030.97
LOCATION: Division of Alcoholic Beverage Control
Licensing Bureau – Wholesale/State Licensing Unit
140 East Front Street
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the supervision of the Chief, Licensing Bureau or other supervisory official, administers the Wholesale/State License Unit's alcoholic beverage license program, which investigates applicants for issuance of over thirty types of state-issued licenses; responds to telephone and website inquiries from applicants and attorneys regarding the Division of Alcoholic Beverage Control licensing procedures and requirements for licensure; provides guidance on the privilege of each license type; determines that the appropriate type of license has been applied for by the review of applicants' business plan; reviews application package and insures submission of all required documentation, including full disclosure of all individuals' financial interest; applies knowledge of NJSA Title 33 and NJAC Title 13 to determine the competency and legitimacy of the applicant; conducts thorough background investigation of applicant to determine qualification; review and analyze requested supporting business records, bank statements, federal tax return, state tax return, corporate operating agreement, lease, mortgage, site plans and legal and government documents; conducts a final site inspection of identified premises prior to issuing the license; oversees the activities for the license renewal period by sending renewal notices, collecting documentation, verifying information and issuing new license certifications; performs other related duties as required.

REQUIREMENTS

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

EXPERIENCE: Two (2) 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: 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.

PREFERENCE: Preference will be given to those candidates with 21 credits in accounting and knowledge of audit policies and procedures and practices.

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 will result in your ineligibility.

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 #23-74 and a current resume on or before the closing date of February 17, 2023 to:

Recruitment Coordinator:
LPS.HumanResources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
Human Resource Management
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.

