



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

January 3, 2023

NOTICE OF JOB VACANCY #23-024

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

TITLE: Management Assistant

SALARY: \$50,737.29 to \$71,553.48

LOCATION: Division on Civil Rights
140 East Front Street
Trenton, NJ 098625

NUMBER OF POSITIONS AVAILABLE: One (1)

The Division on Civil Rights (DCR) is charged with enforcing the New Jersey Law Against Discrimination, New Jersey Family Leave Act and Fair Chance Housing Act. DCR's Investigations Unit has a team of neutral investigators who investigate complaints of discrimination and bias-based harassment.

DUTIES: Under the direction of the Supervisor of the Housing Unit, or other supervisory official in the Division on Civil Rights, the Management Assistant will support the housing investigative staff by providing a wide range of administrative services in the daily operations of the office, including in NJ Bias Incident Awareness System (NJBias) and Housing and Urban Development Enforcement Management System (HEMS). Drafts letters, memos, and other documents, including typing of a complex nature and preparing and issuing agency documents, which requires a thorough knowledge of laws, regulations, policies, and NJBias step-by-step guides, HEMS and other guidance; frequently exercises independent judgement. Answer incoming telephone inquiries, including complex issues involving NJBias and other subjects and interact with the general public and other parties; assist with completing NJBias intake. Manage incoming mail and office equipment. Performs other related duties as required.

REQUIREMENTS

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

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

EXPERIENCE: One (1) year of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures.

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 applicants who demonstrate commitment to fair housing and to the civil rights laws enforced by DCR and a New Jersey free of discrimination; demonstrated abilities to competently and professionally engage with members of the public. Must also have excellent written and verbal communications skills, and be extremely organized and detail oriented.

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 your 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 #23-024 and a current resume on or before the closing date of February 3, 2023:

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.

