



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 #23-53

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: Executive Assistant 4
(Chief of Staff)

SALARY: \$96,099.57 to \$137,348.82

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

OR

Division on Civil Rights
31 Clinton Street, 3rd Floor
Newark, NJ 07102

Statewide travel required for work responsibilities.

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

DUTIES: Under direction of the Director, Division on Civil Rights (Division), assists the Director in exercising control over management of personnel actions, accounting, budgeting, auditing, procurement, administrative support services, facilities, and information systems; oversees Division special initiatives and programs, including strategic planning and research functions on a wide array of Division matters; serves as principal liaison with the Division of Administration for the Division; represents the Director in an official capacity, including as an external liaison with other State agencies and community stakeholders; reviews ongoing management activities and personnel issues within all major units of the Division and works closely with managers to resolve issues; prepares clear and accurate reports containing conclusions and recommendations; organizes and helps prioritize critical issues for the Director and acts as a liaison between staff and upper management; and will perform other duties as assigned.

REQUIREMENTS

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

EXPERIENCE: Five (5) 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, 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.

PREFERENCE: Preference will be given to applicants who possess a J.D. and can demonstrate: a strong commitment to a New Jersey free of discrimination; excellent communication skills, both orally and in writing; excellent people skills; excellent organizational skills and attention to detail; a demonstrated ability to lead, plan, organize, and direct timely and effective outcomes; ability to promote the mission and vision of the Division, set and attain goals, think creatively and innovatively, and plan strategically; ability to analyze complex problems and recommend and implement effective solutions.

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 #23-53 with preferred location preference and a current resume on or before the closing date of March 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.

