



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

January 17, 2023 NOTICE OF JOB VACANCY #23-09

An opportunity currently exists with the Department of Law and Public Safety, Division of Administration, for current State employees with permanent service in a competitive title, or the approved non-competitive title, who meet the requirements indicated below:

TITLE: Personnel Assistant 1
SALARY: \$79,848.66 to \$113,786.94
LOCATION: Division of Administration
Human Resource Management
Richard J. Hughes Justice Complex
25 Market Street, Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under general supervision of a Manager 1, Human Resources, supervises Human Resource Management staff in the areas of leaves, ADA, time and attendance; provides guidance to staff on such matters; oversees entire personnel program area as subject-matter expert; provides employee counseling and personnel services, management assistance; performs other related duties as required.

REQUIREMENTS

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

EXPERIENCE: Four (4) years of professional experience in a personnel program of a public or private agency.

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 business administration, personnel administration, public administration, management, or other related field may be substituted for one (1) year of the 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.

SPECIAL NOTE: Current Division of Administration employees serving in an unclassified appointment and assigned to Unit Scope P860 will also be considered, if interested. Applicants outside of State service or appointed to an unclassified title in another Division within the Department or State agency cannot be considered.

RESUME NOTE: Eligibility determinations are based solely upon the information presented on your resume. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation, approved by the Civil Service Commission, indicating its 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 #23-09 and a current resume on or before the closing date of January 31, 2023 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

OR

Division of Administration
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0081

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.

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.

