



## 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 20, 2023 NOTICE OF JOB VACANCY #22-23

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Violence Intervention and Victim Assistance, for applicants who meet the requirements indicated below:

**TITLE:** Executive Assistant 4  
(Chief of Staff)

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

**LOCATION:** Division of Violence Intervention and Victim Assistance  
25 Market Street  
Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under direction of the Executive Director of the Division of Violence Intervention and Victim Assistance (Division), will support the strategic vision and development/implementation of Division policies playing a critical role in the division's human resource support and stakeholder engagement; collaborates with the executive team to determine and prioritize organizational strategies; schedules meetings and plans travel; provides the Directors of underlying Offices within the Division with recommendations and consultations; determines key performance indicators and how to measure impact; provides technical support to implement ideas; works with leadership to deliver, monitor and communicate progress towards goals; responds to inquiries on behalf of the Executive Director; oversees strategic initiatives from conceptualization to implementation; plans, coordinates and leads meetings and workshops; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; does related work as required.

#### **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 Administration, Business Administration, Management or other closely related field may be substituted for one (1) year of experience.

**LICENSE:** Appointee 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 candidates with a minimum of 5 years of senior/executive leadership experience. Experience working in the fields of anti-violence, social justice, victims'/survivors' rights, trauma-informed services, and/or policy creation are also preferred.

**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 #23-23 and a current resume on or before the closing date of February 20, 2023 to:***

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto: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.

