



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

May 19, 2023
NOTICE OF JOB VACANCY
#23-313

An opportunity currently exists in the classified service 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 Aide 1
SALARY: \$38,996.88 to \$54,504.33
LOCATION: [Division of Administration](#)
Human Resource Management
Richard J. Hughes Justice Complex
25 Market Street, Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under close supervision of a supervisory official in the personnel office of a state department, institution, or agency, performs limited, technical duties in connection with and support of one or more various areas of the general personnel program requiring independent application of Civil Service Commission and Department of the Treasury rules, regulations, policies, and procedures as applied to varying situations; does other related duties as required. Please see the Civil Service Commission (CSC) job specification for additional information: <https://info.csc.state.nj.us/jobspec/63232.htm>

REQUIREMENTS

EDUCATION: Completion of sixty (60) semester hour credits from an accredited college or university.

NOTE: Applicants who do not possess the required education may substitute experience in clerical/technical personnel work requiring the application of rules, regulations, policies, and procedures on a year-for-year basis with thirty (30) semester hour credits being equal to 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.

RESUME NOTE: Eligibility determinations are based upon proof of degree submitted and the information presented on your resume. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation with a course-by-course breakdown, approved by the Civil Service Commission, indicating its U.S. equivalency prior to the closing date. Failure to do so will 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.

HOW TO APPLY: If qualified, please send a cover letter indicating interest in job vacancy announcement #23-313, and a current resume to the Recruitment Coordinator via email at LPS.Humanresources@njoag.gov on or before the closing date of **June 2, 2023**.

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.



HUGHES JUSTICE COMPLEX
New Jersey is an Equal Opportunity Employer · Printed on Recycled Paper and Recyclable

