



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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May 22, 2023
NOTICE OF JOB VACANCY
#23-352

This is a repost of vacancy announcement #23-218; previous applicants need not reapply.

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of Highway Traffic Safety, for current applicants who meet the requirements specified below:

TITLE: Technical Program Assistant
SALARY: \$55,478.62 to \$78,450.85
LOCATION: [Division of Highway Traffic Safety](#)
Program Unit
140 East Front Street
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Manager, Division of Highway Traffic Safety (Division), Department of Law and Public Safety, will perform critical traffic safety data analysis and traffic records systems management functions for the office to include managing the daily database application maintenance, monitoring and performance tuning for tasks/jobs. Provides technical support to database applications, including system management, backup/recovery, account management, configuration management, and troubleshoots calls. Performs in-depth data analysis and reporting for Statewide safety stakeholder groups and Division grantees. Develops maps, reports and other graphic representations that will support public engagement efforts in partnership with safety stakeholders. Establishes productive working relationships with Division program staff to obtain input for the development of resources that support Division safety programs. Assists Division in the evaluation and tracking of performance goals per the Highway Safety Plan; performs other related duties as required. Please see the Civil Service Commission (CSC) job specification for additional information: <https://info.csc.state.nj.us/jobspec/28224.htm>

REQUIREMENTS

EXPERIENCE: Five (5) years of experience in work involving the application of rules, regulations, procedures, or policies in the processing of technical actions.

NOTE: Applicants who do not possess the required experience may substitute semester hour credits from an accredited college or university on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience, substituting to a maximum of four (4) years.

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.

SPECIAL NOTE: Appointment to this title may be made provisionally, pending the outcome of an open-competitive examination (PAOC). If selected for the position and appointed PAOC, you will be required to apply for the open-competitive examination, when issued by the Civil Service Commission for this title, pass and be reachable on the resulting eligible list to become permanent in the position. Appointees who fail to be reachable on the resulting eligible list are subject to removal.

PREFERENCE: Preference will be given to applicants with proficiency in SQL and experience in optimizing and modifying existing SQL scripts. Knowledgeable in ArcGIS and Model Builder. Working knowledge in data visualization techniques and report generation with experience in maintaining BI tools. Proficiency in Microsoft Office Suite. Knowledge of Adobe Indesign. Photoshop and/or Illustrator is also desired.

RESUME NOTE: Eligibility determinations will be based only upon information presented on resume. 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 will result in your ineligibility.

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 #23-352 and a current resume to the Recruitment Coordinator at LPS.Humanresources@njoag.gov on or before the closing date of **June 5, 2023**.

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.

