



## 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 31, 2023 NOTICE OF JOB VACANCY #23-55

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

**TITLE:** Administrative Assistant 1  
**SALARY:** \$66,479.39 to \$94,376.42  
**LOCATION:** Division of Criminal Justice  
Office of Securities Fraud and Financial Crimes Prosecutions  
Newark **OR** Whippany, NJ  
(*Statewide travel between offices required for work responsibilities*)

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

**DUTIES:** Under the direction of the Legal Chief of the Office of Securities Fraud and Financial Crimes Prosecutions (OSFFCP); provides varied, complex administrative services in support of the Legal Chief; will perform administrative duties including but not limited to planning, scheduling, and/or attending meetings and conferences; strategically manages appointments and performs calendar management for OSFFCP leadership; creates and maintains confidential and time sensitive communications, correspondence and other records and files; assists in the coordination of management/administrative activities; prepares files for discovery, litigation and/or internal tracking; in addition to advanced clerical responsibilities, will also perform general clerical duties, including letter drafting, data entry, photocopying, scanning, answering phones, scheduling meetings and filing; schedules, facilitates and/or coordinates trainings/programs; works in various databases; assists in email distribution to various entities; works collaboratively with attorneys, detectives, staff and various partner agencies; assists with special projects; and performs other related duties as required. This position may also require travel between office locations and non-traditional work hours, on an as needed basis, including evenings on short deadlines for certain assignments, with or without advance notice, and may require travel to perform the aforementioned responsibilities.

#### **REQUIREMENTS**

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

**EXPERIENCE:** Three (3) years of experience in a business or government agency providing administrative support services and/or coordinating work activities.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated 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.

**PREFERENCE:** Preference will be given to candidates with experience providing complex support services; demonstrated ability to work effectively with a broad cross-section of stakeholders; strong organization experience; excellent written and oral communications skills; demonstrated ability to manage time and meet deadlines; proficiency and expertise with technology, including the ability to prepare spreadsheets using Excel; and familiarity with data management software.

**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 #23-55 and a current resume on or before the closing date of February 14, 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

**Applications submitted directly to the Division of Criminal Justice will not be considered.**

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.

