



State of New Jersey

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Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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September 13, 2023 NOTICE OF JOB VACANCY #23-577

This is a repost of vacancy announcement #23-524; previous applicants need not reapply.

Opportunities currently exist in the classified service with the Department of Law & Public Safety, Division of Administration, for current State employees with permanent service in a competitive title who meet the requirements specified below:

TITLE:	Personnel Assistant 3		Personnel Assistant 2
SALARY:	\$60,711.81 to \$86,030.97	OR	\$69,579.06 to \$98,899.62
LOCATION:	Division of Administration Human Resource Management Benefits Unit <i>One (1) vacancy</i> Leaves Unit <i>One (1) vacancy</i> Recruitment Unit <i>One (1) vacancy</i> Selections/ Appointments Unit <i>One (1) vacancy</i> Richard J. Hughes Justice Complex 25 Market Street, Trenton, NJ 08625		

NUMBER OF POSITIONS AVAILABLE: Four (4) – Unit preference required.

DUTIES: Under supervision of a supervisory official in a state department, institution, or agency, performs moderately difficult personnel work pertinent to one or more major personnel program areas such as classification, recruitment, personnel orientation and training, personnel research, administrative services, employee counseling and personnel services, and management assistance; does other related work.. Please see the Civil Service Commission (CSC) job specification for additional information at <https://info.csc.state.nj.us/jobspec/63253.htm> (Personnel Assistant 3) or <https://info.csc.state.nj.us/jobspec/63254.htm> (Personnel Assistant 2).

REQUIREMENTS

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

EXPERIENCE:

PERSONNEL ASSISTANT 3: Two (2) years of professional experience in a personnel program of a public or private organization.
PERSONNEL ASSISTANT 2: Three (3) years of professional experience in a personnel program of a public or private organization.

APPLICABLE TO BOTH TITLES:

NOTE: Applicants who do not possess the required education may substitute 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 indicated 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 (P860) employees serving in an unclassified appointment will also be considered, if interested. Applicants in unclassified appointments within another Division of the Department, another State agency or applicants from the general public 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.

HOW TO APPLY: If qualified, please send a cover letter indicating interest in job vacancy announcement #23-577 with Unit preference, and a current resume to the Recruitment Coordinator via email at Jobs@njoag.gov on or before the closing date of **October 13, 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.

