



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

February 2, 2023
NOTICE OF JOB VACANCY
#23-58

A temporary employment services opportunity currently exists with the Department of Law and Public Safety, Division of Administration, for applicants who meet the requirements specified below:

- TITLE:** Special Services (Hourly Helper)
- SALARY:** \$15.46 to \$17.47 per hour
- LOCATION:** Division of Administration
Facilities/Support Services Section
25 Market Street
Trenton, NJ
Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under supervision of a supervisory official in the Department of Law and Public Safety, Division of Administration, Facilities/Support Services Section, will operate a state vehicle for the purposes of delivering mail, packages and paperwork to various state buildings in Trenton and the surrounding areas; will be asked to shuttle employees to state buildings in Trenton and surrounding areas; at times, will utilize a hand truck or cart and be responsible to lift/carry packages that are 1 to 10 pounds; performs other related duties as required.

REQUIREMENTS

EXPERIENCE: Six (6) months of experience in any variety of unskilled labor.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey.

SPECIAL NOTE: Special Services positions are filled on a part-time, temporary basis during normal business hours. Candidates appointed to a Special Services title will be limited to 944 work hours in a fiscal year.

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 your ineligibility.

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 submit a cover letter indicating interest in job vacancy announcement #23-58 and a current resume on or before the closing date of February 16, 2023 to:

Recruitment Coordinator
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.

