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**State of New Jersey**  
DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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**January 22, 2024**  
**NOTICE OF JOB VACANCY**  
**#24-034**

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 specified below:

**TITLE:** Program Specialist 3

**SALARY:** \$75,386.19 to \$107,247.18

**LOCATION:** [Division of Criminal Justice](#)  
Litigation Support  
Cherry Hill, Trenton or Whippany, NJ  
(*Statewide travel between offices required for work responsibilities.*)

**NUMBER OF POSITIONS AVAILABLE:** One (1) – Location preference required.

**DUTIES:** Under the general supervision of a Program Specialist 4 or other supervisory official in a state department, institution or agency, or in a local jurisdiction, directly supervises professional and/or technical staff engaged in program activities; performs the more complex and sensitive professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and evaluation of various programs and services administered by the Department of assignment; conducts the research and field work necessary to meet the needs of the appropriate state and/or local public or private agencies; prepares and signs official performance evaluations for subordinate staff; does other related work. This position may also require non-traditional work hours, on an as needed basis, including evenings and weekends on short deadlines for certain assignments, with or without advance notice. Please see the Civil Service Commission (CSC) job specification for additional information: <https://info.csc.state.nj.us/jobspec/64485.htm>.

**REQUIREMENTS**

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

**EXPERIENCE:** Three (3) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

**NOTE:** Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

**NOTE:** A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for 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 extensive experience with the criminal justice system, specifically related to litigation support and trial preparation experience, inclusive of experience attending and assisting at court events; demonstrated ability to work with technology and software related to investigations, prosecutions, litigation support, and trial presentation; knowledge and ability to review and redact Body Worn Camera and similar footage; transcription experience; exceptional organization and time management skills; training experience; and demonstrated ability to work independently.

**SAME APPLICANTS:** If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated below. For more information on the SAME Program please email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.

**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 its 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 #24-034 with location preference and a current resume to the Recruitment Coordinator via email at [jobs@njoag.gov](mailto:jobs@njoag.gov) on or before the closing date of **February 5, 2024**.

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.

