



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

TAHESHA L. WAY
Lt. Governor

ERIN ZIPPEL
Chief Administrative Officer

January 30, 2024
NOTICE OF JOB VACANCY
#24-036

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of Administration, for current State employees with permanent service in a competitive title, or the approved bridge title, who meet the requirements indicated below:

TITLE: Technical Program Assistant

SALARY: \$57,420.37 to \$81,196.66

LOCATION: [Division of Administration](#)
Human Resources Management
Richard J. Hughes Justice Complex
25 Market Street, Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of a supervisory official in a state department, institution, or agency, has charge of the work program and/or staff of a technical unit responsible for reviewing, monitoring, and processing specific actions requiring the application of rules, regulations, policies, and/or procedures; or, independently, under general supervision, reviews, analyzes, and makes effective recommendations for actions involving a specific element of a regulatory or administrative program requiring the application of rules, regulations, policies, procedures, and/or technical concepts; does related work as required. Please see the Civil Service Commission (CSC) job specification for additional information at <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: 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 #24-036 and a current resume to the Recruitment Coordinator via email at Jobs@njoag.gov on or before the closing date of **February 13, 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.

