



PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

State of New Jersey
DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN
Attorney General

ERIN ZIPPEL
Chief Administrative Officer

March 6, 2024
NOTICE OF JOB VACANCY
#24-102

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Office of the Attorney General, for current State employees with permanent service in a competitive title who meet the requirements specified below:

TITLE: Secretarial Assistant 3 Non-Stenographic
SALARY: \$57,420.37 to \$81,196.66
LOCATION: [Office of the Attorney General](#)
Attorney General's Advocacy Institute
25 Market Street, Trenton, NJ 08625
(*Statewide travel required for work responsibilities.*)

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under supervision, provides secretarial, administrative and clerical support to an assigned division director, deputy commissioner, assistant commissioner, or organizational equivalent, superintendent or chief administrator of an institution, or vice president of a State college; types correspondence and reports, prepares letters on complex matters, provides requested information to internal and external customers, maintains a schedule of appointments and the daily engagement calendar of the executive official; utilizes various information systems for daily work assignments used by the agency, office, or related units; does other related duties as required. Please see the Civil Service Commission (CSC) job specification for additional information at info.csc.state.nj.us/jobspec/24533C.htm

REQUIREMENTS

EXPERIENCE: Five (5) years of experience in secretarial and administrative clerical work. Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or thirty (30) semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

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

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.

HOW TO APPLY: If qualified, please send a cover letter indicating interest in job vacancy announcement #24-102 and a current resume to the Recruitment Coordinator via email at Jobs@njoag.gov on or before the closing date of **March 20, 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.

