



## 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*

March 14, 2024  
NOTICE OF JOB VACANCY  
#24-119

**This is a repost of vacancy announcement #23-510; previous applicants need not reapply.**

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Consumer Affairs, for applicants who meet the requirements specified below:

**TITLE:** Confidential Assistant  
(Associate Director of Nurse Discipline)

**SALARY:** \$90,000.00

**LOCATION:** [Division of Consumer Affairs](#)  
Board of Nursing  
124 Halsey Street  
Newark, NJ 07102

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under the supervision of the Director of Nurse Discipline or other supervisory official in the Board of Nursing or the Division of Consumer Affairs, conducts initial review of complaints to determine whether a matter should be referred for formal investigation; supervises and participates in the investigative process for complaints involving nurses; drafts investigative summaries and other documents for review by the Board; supervises staff; performs other duties as required.

### **REQUIREMENTS**

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

**EXPERIENCE:** Must be a Registered Nurse in the State of New Jersey and possess five (5) years of experience in clinical nursing practice, administration, or a combination of both, or have equivalent qualifications as determined by the Board.

**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.

**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 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 #24-119 with a copy of your **valid NJ RN License** and a current resume to the Recruitment Coordinator at [Recruit@dca.njoag.gov](mailto:Recruit@dca.njoag.gov).

**This announcement will remain open until the vacancy has been filled.**

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.



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