



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

May 1, 2024

NOTICE OF JOB VACANCY #24-195

This is a repost of vacancy announcement #24-141; previous applicants need not reapply.

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: Administrative Assistant 2

SALARY: \$60,062.18 to \$85,033.04

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

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Assists a supervisory official in a state department, institution, or agency by performing and coordinating administrative support services; does other related work as required. Please see the Civil Service Commission (CSC) job specification for additional information at info.csc.state.nj.us/jobspec/59904.htm.

REQUIREMENTS

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Six (6) years of professional experience in a business or government agency providing administrative support services and/or coordinating work activities.

OR

Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

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 for experience and education will be based upon the resume and unofficial transcripts submitted at the time of application. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see CSC foreign degree information). Failure to do so may result in disqualification of your education towards eligibility.

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 #24-195, a copy of your final unofficial transcripts and/or foreign degree evaluation, (if applicable) and a current resume to the Recruitment Coordinator via email at Jobs@njoag.gov on or before the closing date of **May 15, 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.

