



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

November 18, 2024 NOTICE OF JOB VACANCY #24-437

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

TITLE: Executive Secretarial Assistant
SALARY: \$68,049.63 to \$96,532.47
LOCATION: [Division on Civil Rights](#)
Office of the Director
Newark, Trenton, Atlantic City **OR** Cherry Hill, NJ 08625
(*Statewide travel required for work responsibilities.*)

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

DUTIES: May be assigned to act as secretary to a deputy commissioner who is authorized to act for cabinet officers in their absence; sub-cabinet level executive having responsibility for management of more than one operating division and/or their organizational equivalents; heads of autonomous agencies or commissions, in but not of departments and whose chief executive officer is a gubernatorial appointee; and to a president of a state college; does related work as required. Please see the Civil Service Commission (CSC) job specification for additional information: info.csc.state.nj.us/jobspec/24535.htm

REQUIREMENTS

EXPERIENCE: Six (6) years of experience in secretarial and administrative clerical work.

Applicants may substitute a two-year college level course in secretarial science for one (1) year of the required experience.

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

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 submit a cover letter indicating interest in job vacancy announcement #24-437 with desired location preference, a current resume and a copy of your final unofficial transcripts and/or foreign degree evaluation (for education credit), to the Recruitment Coordinator via email at jobs@njoag.gov on or before the closing date of **December 2, 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.

