



# State of New Jersey

OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF STATE POLICE  
POST OFFICE BOX 7068  
WEST TRENTON, NJ 08628-0068  
(609) 882-2000

MATTHEW J. PLATKIN  
*Acting Attorney General*

COLONEL PATRICK J. CALLAHAN  
*Superintendent*

PHILIP D. MURPHY  
*Governor*

TAHESHA L. WAY  
*Lt. Governor*

**May 9, 2024**  
**NOTICE OF JOB VACANCY**  
**#ADMIN 12-23S**

An opportunity currently exists within the Department of Law and Public Safety, Division of State Police, for State employees only, with permanent status, who meet the requirements listed below:

**TITLE** Supervisor of Mails (40 ww)  
**SALARY:** \$54,906.96 - \$77,527.65  
**LOCATION:** Administration Section  
Facility and Asset Control Bureau  
Mail Distribution Office  
Division Headquarters  
West Trenton, NJ 08628

**NUMBER OF VACANCIES:** One (1)

**DUTIES:** Under general direction, supervises the operations and staff in an Agency Post Office; coordinates between Departmental and Federal postal facilities; does related work as required.

### REQUIREMENTS

**EXPERIENCE:** Four (4) years of experience in the operation of a large mailing section, two (2) of which shall have been in a supervisory capacity with responsibility for the maintenance of records and accounts.

**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.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in the 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 will result in your ineligibility.

*If interested, please send a cover letter indicating job vacancy number, copy of your transcript, which indicates the date your degree was conferred (required), and a current resume before the closing date of May 22, 2024, to:*

[NJSPResumes@njsp.gov](mailto:NJSPResumes@njsp.gov)

-OR-

*Division of State Police  
Office of Human Resources  
PO Box 7068  
W. Trenton, NJ 08628-0068*

The New Jersey Division of State Police 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. 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.



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