



# State of New Jersey

OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY

DIVISION OF STATE POLICE  
POST OFFICE BOX 7068

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*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

**January 6, 2022**

## NOTICE OF JOB VACANCY

**#ADMIN 15-21S**

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:** Accounting Assistant

**SALARY:** \$39,921.50 - \$55,915.85

**LOCATION:** Division of State Police  
Administration Section  
Fiscal Control Bureau  
Accounting and Revenue Unit  
Division Headquarters  
West Trenton, NJ 08628

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

**DUTIES:** Under direction performs preliminary accounting work involved in preparing financial records and in maintaining an accounting system; does other related duties.

### **REQUIREMENTS**

**EDUCATION:** Satisfactory completion of at least sixty (60) semester hour credits at an accredited college or university including a minimum of twelve (12) semester hour credits in accounting courses.

**NOTE:** Satisfactory completion of twelve (12) semester hour credits in accounting courses at an accredited college or university and two (2) years of experience in phases of auditing and accounting operations may be substituted for the required education.

**NOTE:** In local government, possession of a valid certificate as a Certified Municipal Finance Officer issued by the New Jersey Department of Community Affairs, Division of Local Government Services, may be substituted for the educational requirement.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if 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 January 19, 2022 to:***

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

**-OR-**

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

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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