



# 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

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

MATTHEW J. PLATKIN  
*Acting Attorney General*

COLONEL PATRICK J. CALLAHAN  
*Superintendent*

**July 29, 2022**  
**NOTICE OF JOB VACANCY**  
**#ADMIN 15-22S**

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:** Purchasing Assistant

**SALARY:** \$46,431.86- \$65,324.75 (35ww)

**LOCATION:** Division of State Police  
Administration Section  
Fiscal Control Bureau  
Central Purchasing Unit  
Division Headquarters  
West Trenton, NJ 08628

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

**DUTIES:** Under the direction of a supervisory officer in a state department or agency, performs highly complex technical functions related to purchasing; does related work as required.

### **REQUIREMENTS**

**EDUCATION:** Completion of 60 semester hours at an accredited college.

**EXPERIENCE:** Two (2) years of responsible technical, clerical experience in assisting professional staff in the purchase of equipment and supplies, or in maintaining purchasing records.

**NOTE:** Applicants who do not possess the required sixty (60) semester hours may substitute additional experience as indicated above on a year-for-year basis.

**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.

**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 transcripts, which indicates the date your degree was conferred (required), and a current resume before the closing date of August 11, 2022 to:***

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

**-OR-**

*Lavonda Wright, Manager 1  
Division of State Police  
Office of Human Resources  
PO Box 7068  
W. Trenton, NJ 08628-0068*

