



State of New Jersey

PHILIP D. MURPHY
Governor

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Chief Administrator Officer

November 18, 2020
NOTICE OF JOB VACANCY
#COS 01-20S

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

TITLE: Management Assistant
SALARY: \$47,810.88 - \$67,426.47
LOCATION: Division of State Police
Community Outreach & Public Affairs
Public Information Bureau
Open Public Records Unit
Division Headquarters
West Trenton, NJ 08628

NUMBER OF VACANCIES: One (1)

DUTIES: Under the supervision of the Lieutenant, provide administrative support overseeing the maintenance of Open Public Record requests including but not limited to: receiving, reviewing and entering of OPRA requests into the electronic OPRA Tracking System, corresponding with OPRA requesters, providing status updates regarding pending inquiries and maintaining the manual filing system. Perform a variety of administrative tasks, such as arranging meetings, updating records, preparing documents and writing reports.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: One (1) year of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies, and procedures.

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 current resume before the closing date of December 2, 2020 to:

Terri Kuntz, Manager 2
Division of State Police
Office of Human Resources
PO Box 7068
W. Trenton, NJ 08628-0068

NJSPResumes@njsp.org

-OR-

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. 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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