



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

ANDREW J. BRUCK
Acting Attorney General

PATRICK J. CALLAHAN
Colonel

July 21, 2021 NOTICE OF JOB VACANCY #DHRS 04-21S

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: Personnel Assistant 3
SALARY: \$58,354.29 - \$82,690.29
LOCATION: Division of State Police
Division Human Resources Section
Personnel Bureau
Time & Leave Unit
Division Headquarters
West Trenton, NJ 08628

NUMBER OF VACANCIES: One (1)

DUTIES: Under supervision of a supervisory official in a state department, institution, or agency, performs moderately difficult personnel work pertinent to one or more major personnel program areas such as classification, recruitment, personnel orientation and training, personnel research, administrative services, employee counseling and personnel services, and management assistance; does other related work.

PREFERRED EXPERIENCE: Responsible for the administration of the eCATS timekeeping system, processing leaves of absence for FMLA, FLA, Workers Compensation and handles pre-payments of health insurance; does other related duties.

REQUIREMENTS

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

EXPERIENCE: Two (2) years of technical experience in a personnel program of a public or private organization.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year for year basis, with thirty (30) semester credit hours being equal to one (1) year of experience.

NOTE: A Master's degree in business administration, personnel administration, public administration, management, or other related field may be substituted for one (1) year of the indicated experience.

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 transcript, which indicates the date your degree was conferred (required), and a current resume before the closing date of August 4, 2021 to:

NJSPResumes@njsp.org

-OR-

Lavonda Wright, Manager 1
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.



"An Internationally Accredited Agency"

*New Jersey Is An Equal Opportunity Employer
Printed on Recycled Paper and Recyclable*

