



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL

DEPARTMENT OF LAW AND PUBLIC SAFETY

DIVISION OF STATE POLICE

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Acting Attorney General

COLONEL PATRICK J. CALLAHAN
Superintendent

August 9, 2022
NOTICE OF JOB VACANCY
#DHRS 05-21P

Opportunities currently exist within the Department of Law and Public Safety, Division of State Police, for applicants who meet the requirements listed below:

TITLE: Technical Assistant Personnel
SALARY: \$48,531.07– \$68,387.05
LOCATION: Division of State Police
Office of Human Resources
Classification and Compensation Unit/ Payroll Unit
Division Headquarters
West Trenton, NJ 08628

NUMBER OF VACANCIES: Three (3)

DUTIES: Under the general direction of a supervisory official in a personnel office, supervises a subordinate unit in the performance of complex technical duties and/or performs paraprofessional responsibilities for prescribed technical projects or programs requiring the independent application of Department of Personnel and Department of the Treasury rules, regulations, policies, and procedures to varying situations; does other related duties as required.

Please indicate preferred work unit on the cover letter. Classification and Compensation Unit (2 vacancies). Payroll Unit (1 vacancy).

Preferred Experience: Applicants with Human Resources experience will be considered first.

REQUIREMENTS

EDUCATION: Completion of sixty (60) semester hour credits from an accredited college or university.

EXPERIENCE: Two (2) years of experience in technical, clerical personnel work involving the application of procedural rules, regulations, policies, and procedures.

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

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.

SPECIAL NOTE: Appointment to this title may be made provisionally, pending the outcome of an open-competitive examination (PAOC). If selected for the position and appointed PAOC, you will be required to apply for the open-competitive examination, when issued by the Civil Service Commission for this title, pass and be reachable on the resulting eligible list to become permanent in the position. Appointees who fail to be reachable on the resulting eligible list are subject to removal.

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 22, 2022 to:

NJSPPresumes@njsp.org

-OR-

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



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