



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
 DEPARTMENT OF LAW AND PUBLIC SAFETY
 DIVISION OF STATE POLICE
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COLONEL PATRICK J. CALLAHAN
Superintendent

March 12, 2024
NOTICE OF JOB VACANCY
#FOS 02-24D

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

TITLE: Administrative Assistant 3

SALARY: \$57,420.37 - \$81,196.66 (4E ww)

LOCATION: A-Field Operations
 Troop A Bureau
 Administration Unit
 Buena Vista Headquarters

NUMBER OF VACANCIES: One (1)

DUTIES: Assists the head of a Bureau or Service in a state department, institution, or agency by performing and coordinating administrative support services: does other related work.

REQUIREMENTS

EXPERIENCE: Five (5) years of professional experience in a business or government agency providing administrative support services and/or coordinating work activities. OR Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant 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.

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 March 25, 2024, to:

NJSPPresumes@njsp.gov

-OR-

*Lavonda Wright, Manager 2
 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"

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