



# State of New Jersey

OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF STATE POLICE  
POST OFFICE BOX 7068  
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PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

MATTHEW J. PLATKIN  
*Acting Attorney General*

COLONEL PATRICK J. CALLAHAN  
*Superintendent*

**August 24, 2022**  
**NOTICE OF JOB VACANCY**  
**#I&IT 24-22P**

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

**TITLE:** Agency Services Representative 4, Expungement

**SALARY:** \$55,478.62 - \$78,450.85 (40ww)

**LOCATION:** Division of State Police  
Identification & Information Technology Section  
State Bureau of Identification  
Expungement Unit  
Division Headquarters  
West Trenton, NJ 08628

**NUMBER OF VACANCIES:** Three (3)

**DUTIES:** Under the general supervision of a supervisory official in the Division of State Police, Department of Law and Public Safety, provides front-line and behind the scenes customer and other support services involving the review, processing and issuance of agency documents specific to the criminal expungement process; provides specialized information to applicants, and others, regarding expungement process; handles highly complex and/or sensitive expungement processes, requests and complaints; functions in a lead worker capacity and provides guidance and assistance to lower level staff; does other related duties as required.

### **REQUIREMENTS**

**EXPERIENCE:** Four (4) years of experience, in expungement related activities, providing information and support and conducting computer inquiries against criminal and/or court related databases and public related inquiries.

**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 and a current resume to:***

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

**-OR-**

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

**This announcement will remain open until the vacancies have been filled.**

