



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

MATTHEW J. PLATKIN
Acting Attorney General

COLONEL PATRICK J. CALLAHAN
Superintendent

October 21, 2022
NOTICE OF JOB VACANCY
#I&IT 23-22P

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 3, Expungement

SALARY: \$46,431.86- \$65,324.75 (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 the more complex and/or sensitive expungement processes, requests and complaints; may provide guidance and assistance to lower level staff; does other related duties as required.

REQUIREMENTS

EXPERIENCE: Three (3) 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:

NJSPResumes@njsp.org

-OR-

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

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

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*

