



**Philip D. Murphy**  
*Governor*

**State of New Jersey**  
**Office of the Attorney General**  
**DEPARTMENT OF LAW AND PUBLIC SAFETY**  
Juvenile Justice Commission  
**P.O. Box 107**  
**Trenton, New Jersey 08625-0107**

**Matthew J. Platkin**  
*Attorney General*

**Tahesha L. Way**  
*Lt. Governor*

**Jennifer LeBaron, Ph.D.**  
*Executive Director*

**January 16, 2025**  
**NOTICE OF JOB VACANCY**  
**JJC #006-25**

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Juvenile Justice Commission, for current State employees with permanent status in a competitive title who meet the requirements specified below:

**TITLE:** Administrative Analyst 4  
**SALARY:** \$89,575.39 to \$127,744.57  
**LOCATION:** Juvenile Justice Commission  
Facility and Support Services  
1001 Spruce Street Suite 202  
Ewing, NJ 08638

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under general supervision of a Supervising Administrative Analyst at the Juvenile Justice Commission, performs duties of significant difficulty and/or supervises staff involved with review, analysis, and appraisal of current department administrative procedures, organization, and performance, and prepares recommendations for changes and/or revisions therein; Supervises staff and work activities. Prepares and signs official performance evaluations for subordinate staff; other related duties as required. Please see the Civil Service Commission (CSC) job specification for additional information: [info.csc.nj.gov/jobspec/50076.htm](http://info.csc.nj.gov/jobspec/50076.htm)

**REQUIREMENTS**

**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.

Eight (8) years of professional experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency.

**OR**

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience.

**OR**

Possession of a master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting; and three (3) years of the above-mentioned professional experience.

**NOTE:** "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

**RESUME NOTE:** Eligibility determination will be based upon information presented in 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 may result in your ineligibility.

This position may be eligible to telework for up to two (2) days a week as part of the JJC's Pilot Telework Program as authorized by Civil Service Commission (CSC)

**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.

**HOW TO APPLY:** If qualified, please send a cover letter indicating interest in job vacancy announcement JJC #006-25, proof of degree, and a current resume to the Recruitment Officer at [jjcrecruitment@jjc.nj.gov](mailto:jjcrecruitment@jjc.nj.gov) on or before the closing date of **January 30, 2025**.

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. The Department of Law and Public Safety 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.



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