



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

November 14, 2024
NOTICE OF JOB VACANCY
#OHR 09-24S

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

TITLE: Personnel Assistant 3
SALARY: \$65,036.01 - \$92,158.59 (35 ww)
LOCATION: Division Headquarters
Office of Human Resources
West Trenton, NJ 08628

NUMBER OF VACANCIES: One (1)

DUTIES: Under the supervision of the Manager 1, Human Resources performs moderately difficult personnel work pertinent to the Promotional Program for all civilian employees, administers Open Competitive and Promotional Examinations. Research titles and class codes to identify employees within particular scopes of eligibility for promotion, personnel services, and management assistance; does other related duties.

*Priority will be given to applicants with experience in RAPS, requesting examinations, certifying and disposing open competitive and promotional certifications, and processing application summaries.

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.

Six (6) years of professional experience in a personnel program of a public or private organization.

OR

Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.

OR

Possession of a master's degree in business administration, personnel administration, public administration, management, or other related field from an accredited college or university; and one (1) year 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.

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.

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 November 27, 2024 to:

NJSPPresumes@njsp.gov

-OR-

*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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