



# State of New Jersey

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

SHEILA Y. OLIVER  
*Lt. Governor*

GURBIR S. GREWAL  
*Attorney General*

PATRICK J. CALLAHAN  
*Colonel*

**June 25, 2021**  
**NOTICE OF JOB VACANCY**  
**#ROIC 05-21S**

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

**TITLE:** Management Assistant

**SALARY:** \$47,810.88 - \$67,426.47 (35hr ww)

**LOCATION:** Regional Operations & Intelligence Center  
Office of Drug Monitoring & Analysis Bureau  
Drug Monitoring Initiative Unit  
Division Headquarters  
West Trenton, NJ

**NUMBER OF VACANCIES:** One (1)

**DUTIES:** Under the direction of a manager in a state department, institution or agency, or within a local government jurisdiction, provides a wide range of administrative services in support of a manager(s) within the area of assignment; assists in the coordination of management/administrative activities of an assigned unit or work area; does other related duties.

### **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

**EXPERIENCE:** One (1) year of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures

**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 July 9, 2021 to:***

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

**-OR-**

*Terri Kuntz, 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.



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