



# State of New Jersey

OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF STATE POLICE  
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TAHESHA L. WAY  
*Lt. Governor*

MATTHEW J. PLATKIN  
*Attorney General*

COLONEL PATRICK J. CALLAHAN  
*Superintendent*

**January 28, 2025**  
**NOTICE OF JOB VACANCY**  
**#SOS 05-24D**

An opportunity currently exists within the Department of Law and Public Safety, Division of State Police, for Department of Law & Public Safety employees only who are permanent in a competitive title, or CSC approved non-competitive title, who meet the requirements listed below:

**TITLE:** Grant Specialist  
**SALARY:** \$81,688.72 - \$116,313.16 (NL)  
**LOCATION:** Special Operations Section  
Technical Response Bureau  
Division Headquarters  
West Trenton, NJ 08628

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

**DUTIES:** Under the direction of a supervisory official, in a state department or agency, is responsible for the management of assigned federal and private grants within the department and the development of methods and means to secure new funds for proposed programs; does other related duties.

**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 accounting experience including two (2) years in the coordination of grant funding in a public or private organization and with automated cost accounting systems, including or supplemented by twenty-one (21) semester hour credits in accounting.

OR

Possession of a bachelor's degree from an accredited college or university, including or supplemented by twenty-one (21) semester-hour credits in professional accounting courses; and four (4) years of the above-mentioned professional experience, with two (2) years of experience in the coordination of grant funding in a public or private organization including experience with automated cost accounting systems.

OR

Possession of a valid Certificate as a certified Public Accountant issued by the New Jersey Board of Certified Public Accountants; and four (4) years of the above-mentioned professional experience, with two (2) years of experience in the coordination of grant funding in a public or private organization including experience with automated cost accounting systems.

**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.

**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 February 10, 2025 to:***

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

**-OR-**

*Lavonda Wright, 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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