



CHRIS CHRISTIE
GOVERNOR

STATE OF NEW JERSEY
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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ADMINISTRATOR

January 10, 2018
NOTICE OF JOB VACANCY
#18-06

A temporary employment services opportunity currently exists within the Department of Law and Public Safety, Office of the Attorney General, for applicants who meet the requirements specified below:

TITLE: Special Services (Hourly Messenger)

SALARY: \$15.32 to \$17.30 per hour

LOCATIONS: Office of the Attorney General
Support Services Unit
Richard J. Hughes Justice Complex
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under the direct supervision of a supervisory official in the Department of Law and Public Safety, Office of the Attorney General, sorts and delivers letters, mail, messages, materials, packages, and/or supplies of varied types and delivers them as instructed; drives a light duty truck, van, or other motor vehicle; performs routine clerical duties of a varied nature; maintains delivery records; makes in county deliveries, as requested, and ensures that hand deliveries are routed to the appropriate party; ensures that hand delivery receipts are completed, signed by the receiving party and submitted on a daily basis; employees are transported and picked up as requested; makes special deliveries of supplies or packages as requested; transports deposits to the bank; performs other related duties as required.

REQUIREMENTS

LICENSE: Appointee must possess a driver's license valid in New Jersey. Appointee may also be required to possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.

NOTE: Positions will be filled on a part-time, temporary basis. Candidates selected to fill vacancies will be limited to 944 hours in a fiscal year.

RESUME NOTE: Eligibility determinations 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 will result in your ineligibility.

If interested, please send a cover letter indicating job vacancy #18-06 and current resume before the closing date of January 24, 2018 to:

Recruitment Coordinator:
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Office of the Attorney General
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0085

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.

