



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Lt. Governor

GURBIR S. GREWAL
Attorney General

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Administrator

April 13, 2018
NOTICE OF JOB VACANCY
#18-87

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Office of the Insurance Fraud Prosecutor, for applicants who meet the requirements specified below:

- TITLE:** Administrative Assistant 1
- SALARY:** \$59,031.79 to \$83,803.57
- LOCATION:** Office of the Insurance Fraud Prosecutor
25 Market Street
Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Acting Insurance Fraud Prosecutor will perform and coordinate administrative support services; acts as the principal assistant for the Acting Insurance Fraud Prosecutor on administrative matters; maintains liaison with other organizational units by providing support services; coordinates supply and mail services; coordinates office operations including clerical work, internal reporting systems, forms, space, and office equipment, and suggests methods for improvement; plans, schedules, and/or attends meetings, training programs and conferences, and prepares summary reports or meeting minutes; manages the Acting Insurance Fraud Prosecutor’s calendar and coordinates the distribution and assignment of internal and external inquiries/referrals; reviews and/or prepares routine correspondence; maintains records and files; performs other related duties as required.

REQUIREMENTS

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

EXPERIENCE: Three (3) years of experience in a business or government agency providing administrative support services and/or coordinating work activities.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

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 required to perform the essential duties of the position.

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 #18-87 and current resume before the closing date of April 27, 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.

