



PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

State of New Jersey
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 080
TRENTON, NJ 08625-0081

GURBIR S. GREWAL
Attorney General

JENNIFER E. FRADEL
Administrator

October 5, 2018
NOTICE OF JOB VACANCY
#18-170

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Office of the Attorney General, for applicants who meet the requirements specified below:

TITLE: Program Specialist 3
SALARY: \$67,290.04 to \$95,729.23
LOCATIONS: Office of the Attorney General
Human Resource Management
25 Market Street, 3rd Floor
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the supervision of the Director, Human Resource Management and/or other supervisory official in the Department of Law and Public Safety, directly supervises staff in the areas of recruitment related activities for the Department with a particular emphasis on promoting diversity, inclusive of internal procedures, rules and regulations regarding same; supervises professional and/or technical staff engaged in program activities; prepares and signs official performance evaluations for subordinate staff; performs complex and sensitive professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of job fairs, career opportunities, or other recruitment related opportunities to fill vacancies; does other related duties.

REQUIREMENTS

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

EXPERIENCE: Three (3) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

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

NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of non-supervisory 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 necessary to perform the essential duties of the position.

PREFERENCE: Preference will be given to applicants with experience with job/career fairs, public speaking, orientation seminars, or employment outreach programs related to recruitment activities with an emphasis on diversity.

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 #18-170 and current resume before the closing date of October 19, 2018:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Office of the Attorney General
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.

