



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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ERIN ZIPPEL
Chief Administrative Officer

April 25, 2025 NOTICE OF JOB VACANCY #25-109

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

TITLE: Confidential Assistant

SALARY: \$113,006.44 to \$161,727.85

LOCATION: [Office of Public Integrity & Accountability](#)
Executive Staff
Cedar Knolls, NJ
Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the general direction of a senior executive official in a state department or agency, provides guidance and counsel to the Executive Director, DAsG and Detective staff on investigations and prosecutions in all of OPIA's Bureaus; offers advice and shares best practices; provides leadership and coordination for complex investigations; plans, executes and evaluates investigative activities; develops and executes strategic initiatives; acts as a subject matter expert in corruption, internal affairs, and integrity matters; acts as a law enforcement liaison; provides training to staff; works with investigators on select priority investigations as directed by the Executive Director; performs other related duties as required. This position may also require non-traditional work hours, including evenings and weekends on short deadlines for certain assignments, with or without advance notice, to perform the aforementioned responsibilities.

REQUIREMENTS

NOTE: Applicants must meet one of the following or combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Ten (10) years of professional experience in the collection of information, the review, analysis, and evaluation of fiscal affairs, personnel management, administrative practices and procedures, data processing application and the recommendations of improved systems, methods, and procedures in a large business or government agency, two (2) years of which shall have been in a supervisory capacity.

OR

Possession of a Bachelor's degree from an accredited college or university; and six (6) years of the above-mentioned professional experience, two (2) years of which shall have been in a supervisory capacity.

OR

Possession of a Master's degree in Business or Public Administration, Industrial Engineering, or related area and five (5) years of the above-mentioned professional experience, two (2) years of which shall have been in a supervisory capacity.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgement and make accurate and informed decisions.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey.

PREFERENCE: Preference will be given to applicants who have demonstrated knowledge and/or experience with criminal investigations; investigative techniques; law enforcement operations and procedures; and excellent oral and written communication skills.

RESUME NOTE: Eligibility determinations for experience and education will be based upon the resume and unofficial transcripts submitted at the time of application. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see [CSC foreign degree information](#)). Failure to do so may result in disqualification of your education towards eligibility.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated below. For more information on the SAME Program please visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

HOW TO APPLY: If qualified, please upload a cover letter indicating interest in job vacancy announcement #25-109, a current resume, and a copy of your final unofficial transcripts and/or foreign degree evaluation (for education credit), to the Recruitment Coordinator using the following [link](#) on or before the closing date of **May 9, 2025**. Applications will not be accepted via email.

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.

