



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN
Attorney General

TAHESHA L. WAY
Lt. Governor

ERIN ZIPPEL
Chief Administrative Officer

October 9, 2024 NOTICE OF JOB VACANCY #24-383

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

TITLE: Executive Secretary
(Executive Director)

SALARY: \$98,325.00

LOCATION: [Division of Consumer Affairs](#)
Professional Boards
124 Halsey Street
Newark NJ, 07102

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Deputy Director or other supervisory official, Division of Consumer Affairs, Department of Law and Public Safety, will prepare agendas, including all relevant materials, for monthly meetings of the Board or Unit, as well as for Board or Unit committee and subcommittee meetings and prepares minutes of those meetings; coordinates and schedules formal and informal hearings; administers, oversees or coordinates testing of candidates for licensure; oversees the application process for licensure and issues licenses to qualified individuals; manages the staff of the Board or Unit; responds to written, electronic or telephone inquiries and complaints; collects data (statistical and financial) and prepares reports required and/or requested by the Department, Division, Board, Unit, other State Agencies or other stakeholders; maintains all Board or Unit records and files, including licensing and examination files, rules and regulations, continuing education material, and all legal resource material; executes Board or Unit decisions and policies, and executes Board or Unit policies as required; performs other related duties as assigned.

REQUIREMENTS

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

EXPERIENCE: Five years of comprehensive experience involving governmental or business administration, two years of which shall be in a supervisory capacity.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year for year basis, for the non-supervising 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.

SAME APPLICANTS: If you are applying under the NJ CSC "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 email: SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

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.

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 submit a cover letter indicating interest in job vacancy announcement #24-383, a current resume and a copy of your final unofficial transcripts and/or foreign degree evaluation (for education credit) to the Recruitment Coordinator at Recruit@dca.njoag.gov on or before the closing date of **October 23, 2024**.

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.

