



## State of New Jersey

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

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

MATTHEW J. PLATKIN  
*Attorney General*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

May 16, 2023  
**NOTICE OF JOB VACANCY**  
**#23-328**

**This is a repost of vacancy announcement #23-43; previous applicants need not reapply.**

Opportunities currently exist in the classified service with the Department of Law & Public Safety, Division of Administration, for applicants who meet the requirements indicated below:

**TITLE:** Helper  
**SALARY:** \$32,275.82 to \$44,853.59  
**LOCATION:** Division of Administration  
Support Services Section  
124 Halsey Street  
Newark, NJ 07720

**NUMBER OF POSITIONS AVAILABLE:** Two (2)

**DUTIES:** Under supervision of a Crew Supervisor or other supervisory official in a state department, institution, or agency, either working alone or as one of a group, does varied unskilled and/or semi-skilled work; does related work as required. Please see the Civil Service Commission (CSC) job specification for additional information: <https://info.csc.state.nj.us/jobspec/42431.htm>

### **REQUIREMENTS**

**EXPERIENCE:** Six (6) months of experience in any variety of unskilled labor.

**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.

**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 its U.S. equivalency prior to the closing date. Failure to do so may result in disqualification.

**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 above. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

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 send a cover letter indicating interest in job vacancy announcement #23-328 and a current resume to the Recruitment Coordinator via email at [LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov) on or before the closing date of **May 30, 2023**.

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.

