



PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

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

MATTHEW J. PLATKIN
Attorney General

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Chief Administrative Officer

January 25, 2023
NOTICE OF JOB VACANCY
#23-43

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
Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under supervision of a supervisory official in the Department of Law and Public Safety, Division of Administration, Support Services Section, drives a light duty truck, van, or other motor vehicle; performs courier services throughout the state; assists in maintaining fleet vehicles; opens mail, sorts and delivers letters, mail, materials; assists with clerical tasks and answering phones; maintains the supply room inventory and places supply orders when needed; fills supply orders for employees as requested; performs simple maintenance on office machines and equipment; assists with employee moves, including phones and computers; assists with the dismantling and/or building of work stations (computer desks, filing cabinets, etc.) and relocating as instructed; must be able to lift 60+ pounds, reports building maintenance issues to appropriate Department or staff; interacts with computer generated ticket system; performs routine clerical duties of a varied nature; performs other related duties as required.

REQUIREMENTS

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

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

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.

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

If qualified, please send a cover letter indicating interest in job vacancy announcement #23-43 and current resume on or before the closing date of February 8, 2023 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
P.O. Box 081
Trenton, NJ 08625-0081

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.

