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Office of Homeland Security and Preparedness
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NOTICE OF JOB VACANCY

POSTING NUMBER 25-05-S	ISSUE DATE February 24, 2025	CLOSING DATE March 24, 2025
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TITLE Counter-Threat Watch Specialist Part-Time / Hourly Temporary Employee Service (TES/944) Minimum of 480 hours to a Maximum of 944 hours per fiscal year	
LOCATION West Trenton, New Jersey	SALARY \$34.16 per hour

<u>OPPORTUNITY</u>	The New Jersey Office of Homeland Security and Preparedness (NJOHSP) is seeking to fill Temporary Employee Service part-time/hourly TES/944 position for the Counter-Threat Watch (CTWatch) Unit within the Intelligence Management Bureau (IMB) , located at the Regional Operations Intelligence Center (ROIC) in West Trenton, NJ. Applicants must meet the minimum job requirements specified below. <i>For more information on careers at NJOHSP please visit: Careers New Jersey OHSP.</i>
<u>JOB DESCRIPTION</u>	<p>The Intelligence Management Bureau provides tailored information to New Jersey’s law enforcement, public, and private-sector partners by sharing state and national-level intelligence priorities and managing the 24/7 statewide reporting of suspicious activity (SARs), while working collaboratively with law enforcement agencies to gather, process, and share SARs in an accurate and timely manner.</p> <p>The Counter-Threat Watch Specialist will be required to provide availability for at least three (3) days per week, of which one (1) day must be on the weekend. Shifts are 6:30 am - 3 pm; 2:30 pm -11:00 pm; 8pm – 4:30am and 10:30 pm – 7am. You must have a flexible schedule which will allow for working varying shifts to meet operational needs. This position requires working a minimum of five (5) shifts per month, with a minimum of 480 hours to a maximum of 944 hours per fiscal year (July 1 – June 30).</p> <p>As a Counter-Threat Watch Specialist responsibilities will include, but are not limited to:</p> <ul style="list-style-type: none"> • Real-time threat examination at the point of intake. • Collect of counterterrorism / counter-threat information of a sensitive nature, in the form of Suspicious Activity Reports (SARs) from various sources, including the public and private sectors, along with law enforcement entities. • Query investigative information and various law enforcement sensitive database inquiries for the development of a “pre-investigation” package to be disseminated to specific law enforcement partners for investigation, as well as open-source reporting and development of reports on activities, investigations, and findings. • Monitor open-source media reports and sensitive documents to determine potential threats to the United States and the State of New Jersey to assist in threat mitigation and provide situational awareness updates and alerts to the NJOHSP Intelligence & Operations Division. <p>The ideal candidate will have a background in law enforcement/criminal justice, intelligence, or homeland security, as this job requires a basic understanding of the current threat environment. This position requires strong writing and computer skills, the ability to simultaneously manage multiple projects in collaboration with various members of NJOHSP, the ability to adapt to a fluctuating workload, and the ability to work with people of all backgrounds. The successful candidate will be a team member with the ability to adapt easily to meet priorities and deadlines in a fast-paced and ever-changing threat environment.</p> <p>This position is designated as Business and Weather Essential. This designation requires reporting to work at the regular starting time during inclement weather when State offices are closed or to reporting to work to maintain operations necessary for public health, safety or welfare during a business interruption. Please Note: TES/944 employees are NOT eligible for telework.</p>
<u>REQUIREMENTS</u>	<p>Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester-hour credits are equal to one (1) year of relevant experience.</p> <p>Education/Experience:</p> <ol style="list-style-type: none"> (1) Seven (7) years of professional experience in the conduct of civil or criminal investigations related to compliance, enforcement, detection, and surveillance activity, including the preparation of investigative reports. OR (2) Seven (7) years of professional experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations. OR (3) Seven (7) years of professional experience in the conduct of investigations for the government, the military, consumer protection programs, public advocacy organizations, or the public interest. OR (4) Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience. OR (5) Possession of a juris doctorate or a master's degree in Criminal Justice, Public Administration, Business Administration, Law, or a related field; and two (2) years of the above-mentioned professional experience. <p>Note: Completion of a supervised internship field placement of 300 hours in an undergraduate curriculum in Criminal Justice or a related degree program may be substituted for one (1) year of the non-supervisory experience.</p>

	<p>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 judgment and make accurate and informed decisions.</p> <p>Preference: Preference will be given to those with demonstrable experience in homeland security, intelligence, investigations and threat intake/analysis; Experience conducting the intake of information/tips regarding threats or criminal activity, mitigation of emergency situations, and experience in law enforcement database queries.</p> <p>License: Appointee 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 essential duties of the position.</p> <p>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.</p>
<u>SECURITY CLEARANCE REQUIREMENTS</u>	Applicants should be aware that all NJOHSP employees must be a U. S. Citizen due to the fact that they need to be eligible to obtain a Secret or Top-Secret Clearance from the federal government. U. S. citizenship is a requirement for obtaining such clearance. Additionally, a criminal and personal background investigation is conducted on all NJOHSP personnel. <i>The inability to obtain or maintain the required clearance will be a basis for dismissal from employment.</i>
<u>NJ RESIDENCY REQUIREMENTS</u>	In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.
<u>NJ ETHICS REQUIREMENT</u>	Applicants accepting employment with NJOHSP are required to adhere to the Conflicts of Interest Law N.J.S.A. 52:13D-12 et seq., the Uniform Ethics Code N.J.A.C. 19:61-1.1. et seq., and LPS Supplementary Ethics Code which may limit or preclude outside activities and/or outside employment. Employees in certain positions are required to annually file financial disclosure statements.
<u>EQUAL OPPORTUNITY</u>	<p>NJOHSP 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.</p> <p>SAME Applicants: NJOHSP participates in the "State as a Model Employer of People with Disabilities". 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.</p> <p>NJOHSP provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application hiring process, please notify the agency via careers@njohsp.gov and request the ADA Coordinator contact you. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.</p>
<u>TO APPLY</u>	Interested applicants should submit a letter of interest/cover letter, resume, transcript, and State of NJ Application for Employment . All submissions must be received no later than 4 p.m. on the closing date. Failure to submit all required documentation may result in your disqualification from consideration. To apply, please click on the following link: https://njohsp.hire.trakstar.com/jobs/fk0prjz?source=Civil%20Service