



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF STATE POLICE
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MATTHEW J. PLATKIN
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COLONEL PATRICK J. CALLAHAN
Superintendent

October 14, 2022
NOTICE OF JOB VACANCY
#I&IT 43-21P

Opportunities currently exist within the Department of Law and Public Safety, Division of State Police, for applicants who meet the requirements listed below:

TITLE: Supervisor 2, Expungement
SALARY: \$63,525.05- \$90,114.11
LOCATION: Division of State Police
Identification & Information Technology Section
State Bureau of Identification
Expungement Unit
Division Headquarters
West Trenton, NJ 08628

NUMBER OF VACANCIES: Two (2)

DUTIES: Under the direction of an administrative official in the Division of State Police, Department of Law and Public Safety, organizes and ensures operational efficiency of the unit; and supervises unit members responsible for all phases of the expungement process. This includes specialized information to applicants, and others, regarding the expungement process; provides information to applicants and others regarding the expungement process; handles the more complex and/or sensitive expungement processes, requests and complaints; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; does other related duties as required.

REQUIREMENTS

EXPERIENCE: Six (6) years of experience in expungement related activities, including but not limited to the review, processing, filing, modification, correction and/or research of records, criminal histories, and other documents used by state, local and federal law enforcement agencies during the expungement process, and conducting computer inquiries against criminal and/or court related databases and public related inquiries. One year (1) of which shall have been in a supervisory capacity.

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 the essential duties of the position.

RESUME NOTE: Eligibility determinations will be based upon information presented in the 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 prior to the closing date. Failure to do so will result in your ineligibility.

If interested, please send a cover letter indicating job vacancy number and current resume to:

NJSPResumes@njsp.org

-OR-

*Lavonda Wright, Manager 1
Division of State Police
Office of Human Resources
PO Box 7068
W. Trenton, NJ 08628-0068*

The New Jersey Division of State Police 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. 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.



"An Internationally Accredited Agency"

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