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## NOTICE OF JOB VACANCY

**POSTING NUMBER:**

**STATEWIDE**

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### ABOUT NJOHSP

The New Jersey Office of Homeland Security and Preparedness (NJOHSP) leads and coordinates New Jersey's counterterrorism, cybersecurity, and preparedness efforts while building resiliency throughout the State. We fulfill this mission by committing ourselves to a professional ethos that is the sum of five core values:

**SERVICE.** We put our State and its citizens first, and we put Mission before self. We take pride in being timely, agile, and relevant.

**TEAMWORK.** We stand with and behind each other. We recognize that partnerships, both internal and external, are critical to achieving success. We cannot fulfill our Mission alone.

**EXCELLENCE.** We take great pride in the quality of our work. We do every task, every project, every initiative, to the best of our ability.

**DIVERSITY.** We strive to build a workforce that is as diverse as New Jersey's citizenry. We pride ourselves on encouraging diversity of thought, perspective, and problem solving.

**INTEGRITY.** We are committed to holding ourselves accountable to the highest moral and ethical standards in our personal and professional conduct. We can be relied upon to act with honor and truthfulness.

### JOINING NJOHSP

If you are looking for an exciting and rewarding career in public service then come join our team of dedicated professionals. We strive to cultivate a workplace environment that rewards innovation and creativity, and which encourages employees to be forward-thinking, collaborative, and above all, united in our common mission to keep New Jersey safe and secure.

**"See Something, Say Something"**  
Report Suspicious Activity 1-866-4-SAFE-NJ  
<https://www.njhomelandsecurity.gov>

## **OPPORTUNITY**

This position is in the unclassified service and applicants must meet the minimum job requirements specified below.

**POSTING #**                **23-02-S**

**TITLE**                    **Counterterrorism Watch Specialist**  
**Part-Time / Hourly Temporary Employee Service (TES)**  
**Minimum of 456 hours to a Maximum of 944 hours per fiscal year**

**ISSUE DATE**            **January 23, 2023**

**CLOSING DATE**        **February 10, 2023**

**SALARY**                **\$31.00 per hour**

**LOCATION**               **West Trenton, New Jersey**

## **JOB DESCRIPTION**

The New Jersey Office of Homeland Security and Preparedness (NJOHSP) is seeking to fill Temporary Employee Service part-time/hourly position for the Counterterrorism Watch (CT Watch) Unit within the Intelligence Management Bureau, located at the Office of the Regional Operations Intelligence Center (ROIC) in West Trenton, NJ.

Responsibilities will include: collecting counterterrorism information of a sensitive nature in the form of Suspicious Activity Reports (SARs) from various sources, including public, private sector, and law enforcement entities; querying investigative information and databases from a variety of systems, as well as open source reporting and develop reports on activities, investigations, and findings; monitoring open source media reports and sensitive documents to determine potential threats to the United States and New Jersey and provide situational awareness updates to the NJOHSP Intelligence & Operations Division as well as conducting background investigations on individuals.

The ideal candidate will have a background in intelligence, homeland security, or criminal justice as this job requires a basic understanding of the current threat environment. This position will require strong research and writing skills and the ability to simultaneously manage multiple projects in collaboration with various members of NJOHSP. The successful candidate will be a team member with the ability to adapt easily to meet priorities and deadlines in a fast-paced changing environment.

**The selected candidate will be required to provide availability for four (4) days per pay period (biweekly) of which one (1) day must be on the weekends. 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. This position requires working a minimum of 456 hours to a maximum of 944 hours per fiscal year ( July 1 – June 30).**

**Please Note: TES/944 employees are not eligible for telework.**

This position is designated as **Business and Weather Essential**, which requires the employee to report to work at their regular starting time during inclement weather, even if the normal hours of operation of the State are altered as well as to report to work to maintain operations necessary for public health, safety or welfare during a business interruption.

## **REQUIREMENTS**

### **EDUCATION**

Graduation from an accredited college or university with a Bachelor's degree.

### **EXPERIENCE**

Three (3) years of experience in conducting civil or criminal investigations related to compliance, enforcement, detection and surveillance activity, including the preparation of investigative reports; or Three (3) years of experience in conducting investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations; or Three (3) years of experience in conducting investigations for the government, the military, consumer protection programs, public advocacy organizations or the public interest.

### **SUBSTITUTION**

Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis. 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 experience. A Juris Doctorate degree or a Master's Degree in Criminal Justice, Public Administration, Business Administration, Law or other related field may be substituted for one (1) year of the indicated 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 essential duties of the position.

**Interested applicants should submit a cover letter and resume. 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.**

**NJ SAME Program Applicants:** If you are applying under the NJ SAME Program, your supporting documents must be submitted along with your resume by the closing date of the posting.

**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.

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.

### **NJ RESIDENCY REQUIREMENT**

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.

### **NJ ETHICS REQUIREMENT**

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.

### **EQUAL OPPORTUNITY**

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.

NJOHSP participates in the “State as a Model Employer of People with Disabilities” (SAME) program. For more information on the NJ SAME Program, please visit <https://nj.gov/csc/same/overview/index.shtml>

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](mailto: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.

**To apply, please click on the following link:**

<https://njohsp.hire.trakstar.com/jobs/fk0x3ls?source=Civil%20Service>