



State of New Jersey

PHILIP D. MURPHY
Governor

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

MATTHEW J. PLATKIN
Attorney General

TAHESHA L. WAY
Lt. Governor

ERIN ZIPPEL
Chief Administrative Officer

March 8, 2024
AMENDED NOTICE OF JOB VACANCY
#24-109

A temporary employment services opportunity currently exists with the Department of Law and Public Safety, Division of Administration, for applicants who meet the requirements specified below:

TITLE: Special Services (Hourly Training Technician)

SALARY: \$28.85 to \$40.69 per hour

LOCATION: [Division of Administration](#)
Human Resource Management
25 Market Street
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One

DUTIES: Under the close supervision of a Training Technician 3 or 4, or other supervisory official in a State department, institution, or agency outside of the Civil Service Commission, organizes and conducts basic agency specific introductory training courses, classes, workshops, seminars and other learning opportunities both in-person and virtually for the purpose of improving individual and/or organizational performance, or in the Civil Service Commission as part of Center for Learning and Improving Performance (CLIP), organizes and conducts basic introductory training courses, classes, workshops, seminars and other learning opportunities for the purpose of improving individual and/or organizational performance; does other related duties as required. Please see the Civil Service Commission (CSC) job specification for additional information at <https://info.csc.state.nj.us/jobspec/63562.htm>.

REQUIREMENTS

NOTE: 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.

Five (5) years of professional experience in work involved in planning and carrying out training programs of varied types, such as employee training, adult education, and/or group education; or teaching in an elementary school setting through college which shall have included curriculum development and/or the organization of learning programs, or any combination thereof.

OR

Possession of a bachelor's degree from an accredited college or university, and one (1) year of the above-mentioned professional experience.

OR

Possession of a master's degree in education or a related field.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

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.

SPECIAL NOTE: Special Services positions are filled on a part-time, temporary basis during normal business hours. Candidates appointed to a Special Services title will be limited to 944 work hours in a fiscal year.

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 below. For more information on the SAME Program email: SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

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.

HOW TO APPLY: If qualified, please send a cover letter indicating interest in job vacancy announcement #24-109, copy of final, unofficial college transcripts (required of all applicants) and a current resume to the Recruitment Coordinator via email at Jobs@njoag.gov.

This announcement will remain open until the vacancy is filled.

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.

