



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Sarah Adelman
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING NUMBER	158-23	ISSUE DATE	3/10/2023	CLOSING DATE	3/24/2023
TITLE	Government Representative 2 (2 positions)				
LOCATION	The Department of Human Services New Jersey State Human Services Police 222 South Warren Street Trenton, NJ 08625	RANGE	X98		
		SALARY	Commensurate with Education and Experience		
OPEN TO	Public				
DEFINITION	<p>Seeking qualified civilian candidates to assist the New Jersey State Human Services Police in administration, evidence, training, recruitment/hiring, investigative assistance, and mentoring.</p> <p>Overall Qualifications Required:</p> <ul style="list-style-type: none"> • Strong computer skills and experience with computers on a regular basis. • Effective office skills. • Eager to learn. • Respectful to others. • Strong customer service skills, and the ability to work in a law enforcement environment. • Accepting of constructive feedback. • Prior law enforcement experience is preferred. <p>General Duties and Requirements:</p> <ul style="list-style-type: none"> • Proficient in performance of administrative duties utilizing modern office methods and technology with a high degree of confidentiality. • Fully competent in the evidence and property management process including firearms. • Ability to manage all facets of recruitment and hiring with ability to support other recruiting team activities as assigned/needed. • Accomplished in development and presentation of courses of instruction following approved lesson plans, which include, but are not limited to, Basic Recruit Training, and specialized In-Service courses. • Experience and certifications in control tactics and firearms is considered a positive addition to the candidate's application. • A proven record of successful complex, multi-tasked investigative experience, particularly regarding missing person's investigations along with ability to conduct successful background investigations. • Positive record of leading by example and ability to serve new hires in a mentoring role. 				
EDUCATION					
EDUCATION	High School or GED				
EXPERIENCE	Prior law enforcement experience is required.				
NOTE	Any experience/certifications in control tactics and firearms is a plus.				
NOTE FOR FOREIGN DEGREES	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
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.				
IMPORTANT NOTICE					
RESIDENCY	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.				
NOTE(S)	<p>* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.</p> <p>* Telework: This position may be eligible to participate in the Department's pilot "Telework Program", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.</p> <p>* Covid Screening: Certain DHS positions may require COVID-19 vaccination or may be subject to testing/screening.</p> <p>* SAME Applicants: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: https://nj.gov/csc/same/overview/index.shtml , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.</p>				
DRUG SCREENING	If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.				
FILING INSTRUCTIONS					

Forward a cover letter and resume electronically to: DHS-CO.Resumes@dhs.nj.gov
You **must** include the Job ***Posting #***, and ***Last Name*** in the subject line of your email. Example: (123-22, Smith)

New Jersey Department of Human Services is an Equal Opportunity Employer