



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Chief Administrative Officer

January 9, 2025 AMENDED NOTICE OF JOB VACANCY #25-012

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Violence Intervention and Victim Assistance, for applicants who meet the requirements indicated below:

TITLE: Administrative Analyst 4
SALARY: \$89,575.39 to \$127,744.57
LOCATION: [Division of Violence Intervention and Victim Assistance](#)
Office of Victim Support Assistance
Hughes Justice Complex
25 Market Street, Trenton, NJ
(*Statewide travel required for work responsibilities.*)

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the general supervision of a supervisory official in a state department, institution, or agency, performs duties of significant difficulty and/or supervises staff involved with review, analysis, and appraisal of current department administrative procedures, organization, and performance, and prepares recommendations for changes and/or revision therein; Supervises staff and work activities. Prepares and signs official performance evaluations for subordinate staff; does other related duties as required. This position may also require travel between office locations and non-traditional work hours, on an as-needed basis, including evenings on short deadlines for certain assignments, with or without advance notice, and may require travel to perform the aforementioned responsibilities. Please see the Civil Service Commission (CSC) job specification for additional information at info.csc.nj.gov/jobspec/50076.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.

Eight (8) years of professional experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency.

OR

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience.

OR

Possession of a master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting; and three (3) years of the above-mentioned professional experience.

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.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey.

PREFERENCE: Preference will be given to candidates with strong organizational skills; a propensity for innovative problem solving; the ability to multitask and work successfully and collaboratively with various stakeholder groups; communicate time-sensitive, technical, and nuanced information to a variety of stakeholders; the ability to weave trauma-informed, victim/survivor-centered, anti-oppression principles into the day-to-day work of the Division; and, the ability to meet short-term and long-term timelines in an ever-shifting landscape.

SAME APPLICANTS: 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.

RESUME NOTE: Eligibility determinations for experience and education will be based upon the resume and unofficial transcripts submitted at the time of application. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see [CSC foreign degree information](#)). Failure to do so may result in disqualification of your education towards eligibility.

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 submit a cover letter indicating interest in job vacancy announcement #25-012, a current resume and a copy of your final unofficial transcripts and/or foreign degree evaluation (for education credit), to the Recruitment Coordinator via email at jobs@njoag.gov on or before the closing date of **January 28, 2025**.

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.

