



## State of New Jersey

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*Governor*

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

### March 15, 2024 NOTICE OF JOB VACANCY #24-125

**This is a repost of vacancy announcement #23-667, previous applicants need not to apply**

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

**TITLE:** Management Assistant

**SALARY:** \$52,513.10 to \$74,057.84

**LOCATION:** [Division on Civil Rights](#)  
Community Relations and Education and Training Units  
Trenton, Cherry Hill, Newark or Atlantic City, NJ

**NUMBER OF POSITIONS AVAILABLE:** One (1) – Location preference required.

The Division on Civil Rights is charged with enforcing the New Jersey Law Against Discrimination and preventing and eliminating discrimination and bias-based harassment in New Jersey. The Community Relations Unit seeks to prevent acts of discrimination and bias-based harassment through education and community engagement and to work directly with impacted communities after civil rights incidents occur. The Education and Training Unit is focused on educating members of the public, employers, housing providers, places of public accommodation, and other stakeholders on what the New Jersey Law Against Discrimination requires.

**DUTIES:** Under the direction of a manager in a state department, institution or agency, or within a local government jurisdiction, provides a wide range of administrative services in support of a manager(s) within the area of assignment; assists in the coordination of management/administrative activities of an assigned unit or work area; does other related duties. This position may also require non-traditional work hours, on an as needed basis, including evenings and weekends on short deadlines for certain assignments, with or without advance notice. Please see the Civil Service Commission (CSC) job specification for additional information: <https://info.csc.state.nj.us/jobspec/56492.htm>.

#### **REQUIREMENTS**

**NOTE:** Applicants must meet one of the following or 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 performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures.

#### **OR**

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

**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.

**PREFERENCE:** Preference will be given to applicants who show a demonstrated commitment to civil rights and social justice work, demonstrated skills in organization and multitasking, expertise using virtual learning and meeting platforms, and experience in project management. Must be detail-oriented and a life-long learner.

**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 please email: [SAME@csc.nj.gov](mailto: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 the U.S. equivalency prior to the closing date. Failure to do so may result in your 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 #24-125 with location preference of Trenton, Cherry Hill, Newark or Atlantic City, and a current resume to the Recruitment Coordinator via email at [jobs@njoag.gov](mailto:jobs@njoag.gov).

**This announcement will remain open until all vacancies have been 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.

