



PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

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

MATTHEW J. PLATKIN
Attorney General

ERIN ZIPPEL
Chief Administrative Officer

May 16, 2024

**NOTICE OF JOB VACANCY
#25-158**

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 1)

SALARY: \$29.75 to \$41.95 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 "SAME" program, you must check the box when completing your online application and submit your Schedule A or B letter along with your resume and any other required supporting documents indicated below, on or before the closing date. For more information on the SAME Program please visit the [NJ CSC SAME Program](#), email, 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 #25-158, a current resume, and a copy of your unofficial college transcripts or foreign degree evaluations (for education credit) to the Recruitment Coordinator using the following [link](#) on or before the closing date of **November 16, 2025**. *Applications will not be accepted via email.*

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.

