State of New Jersey

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Lt. Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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August 10, 2023
NOTICE OF JOB VACANCY
#23-485

Temporary employment service opportunities currently exist with the Department of Law & Public Safety, Office of Public Integrity & Accountability, for applicants who meet the requirements specified below:

TITLE: Special Services (Hourly Research Data Analyst 1)

SALARY: $33.36 to $47.27

LOCATION: Office of Public Integrity & Accountability
Paterson Police Department
Paterson, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the close supervision of a Research Data Supervisor or other supervisory official in the Department of Law and Public Safety, performs basic research, collects data, schedules report maintenance, and does statistical work in one or more programmatic or investigative areas, utilizing structured and unstructured data from existing reports and resources for statewide business improvement; does all related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree including or supplemented by 18 credits in social sciences, criminal justice, statistics, or a closely related field.

EXPERIENCE: Two (2) years of experience in collecting, analyzing, reporting, and disseminating large volumes of data using statistical techniques to identify trends or patterns in complex data for research projects.

NOTE: Applicants who do not possess the required education may substitute the specialized eighteen (18) credits for the remaining education outlined above on a year-for-year basis.

NOTE: A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.

NOTE: A Ph.D. in social sciences, criminal justice, statistics, or a closely related field may be substituted for the two (2) years of required experience.

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.

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

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 disqualification.

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 above. For more information on the SAME Program visit the CSC website at: https://nj.gov/csc/same/overview/index.shtml, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

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 #23-485 and a current resume to the Recruitment Coordinator via email at 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.