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GOVERNOR

**STATE OF NEW JERSEY**  
OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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ADMINISTRATOR

**September 26, 2016**  
**NOTICE OF JOB VACANCY**  
**#16-225**

An opportunity currently exists in the unclassified service within the Department of Law & Public Safety, Division of Consumer Affairs, for applicants who meet the minimum job requirements specified below:

**TITLE:** Confidential Assistant  
**SALARY:** \$40,000.00 - \$50,000.00  
**LOCATION:** Division of Consumer Affairs  
124 Halsey Street  
Newark, NJ 07102

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under the direction of one or more Executive Director(s) of professional licensing boards, assists with board operations and administers all board business. Assists in the administration and coordination of testing of candidates for licensure, as required. Assists in overseeing the application process for licensure and issues licenses to qualified individuals. Supervises staff. Responds to written, electronic or telephone inquiries and complaints. Collects data and prepares reports required and/or requested by Executive Directors. Assists in the preparation of board records and files, including licensing and examination files, rules and regulations, continuing education material, and all legal resource material. Assists in the execution of board decisions and policies as required.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Two (2) years of administrative experience in a business or government agency with responsibility for assisting in the direction and/or coordination of office administration and other support services.

**LICENSE:** Appointees will be required to possess a driver's license valid in NJ only if the operation of a vehicle, rather than employee mobility, is required to perform the essential duties of the position.

***If you possess the required experience and education and are interested in the above position, please send a letter (including job vacancy number) current resume, and copy of degree or transcript (including evaluations for foreign degrees) before the closing date of October 10, 2016 to:***

*Recruitment Coordinator  
Office of the Attorney General  
P.O. Box 081  
Trenton, NJ 08625-0085*

[LPS.Humanresources@lps.state.nj.us](mailto:LPS.Humanresources@lps.state.nj.us)

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.

