



State of New Jersey

PHILIP D. MURPHY
Governor

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

March 7, 2025 NOTICE OF JOB VACANCY #25-062

Opportunities currently exists in the unclassified service with the Department of Law and Public Safety, Division of Alcoholic Beverage Control, for applicants who meet the requirements specified below:

TITLE: Executive Assistant 1
SALARY: \$65,036.01 to \$92,158.59
LOCATION: [Division of Alcoholic Beverage Control](#)
140 East Street
Trenton, NJ 08608

NUMBER OF POSITIONS AVAILABLE: Three (3)

DUTIES: Under the supervision of the Chief, Licensing Bureau or other supervisory official, administers the License Bureau's alcoholic beverage license program, which investigates applicants for the issuance of licenses; responds to telephone and website inquiries from applicants and attorneys regarding the Division of Alcoholic Beverage Control licensing procedures and requirements for licensure; provides guidance on the privilege of each license type; assists with the determination of license eligibility upon the review of applicants' business plans; reviews application packages and insures submission of all required documentation, including full disclosure of all individuals' financial interests; applies knowledge of NJSA Title 33 and NJAC Title 13 to determine the competency and legitimacy of the applicant; conducts thorough background investigation of applicants to determine qualification; reviews and analyzes requested supporting business records, bank statements, federal tax return, state tax returns, corporate operating agreements, leases, mortgages, site plans and legal and government documents; conducts final site inspections of identified premises prior to issuing licenses; oversees the activities for the license renewal period by sending renewal notices, collecting documentation, verifying information and issuing new license certifications; performs other related duties as required.

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.

Six (6) years of professional experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and/or budgeting or in assisting an executive with program development and/or implementation.

OR

Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.

OR

Possession of a master's degree in Personnel Administration, Public Administration, Business Administration, or Psychology; and one (1) year 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: 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 candidates with 21 credits in accounting and knowledge of audit policies and procedures and practices.

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 #25-062, 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 **April 7, 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.

