



CHRIS CHRISTIE  
GOVERNOR

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State of New Jersey  
Office of Homeland Security and Preparedness  
PO Box 091  
TRENTON, NJ 08625-0091  
**NOTICE OF JOB VACANCY**

CHRIS RODRIGUEZ  
DIRECTOR

**POSTING NUMBER:** #15-07WS  
**TITLE:** Counter-Terrorism Watch Specialist (Part-Time Temporary Service Employee)  
**SALARY:** \$27 per hour – Minimum of 456 hours and Maximum 944 hours per fiscal year  
**LOCATION:** West Trenton, New Jersey (Mercer County)

**JOB DESCRIPTION:** The New Jersey Office of Homeland Security and Preparedness (OHSP) is seeking part-time Temporary Employee Service employees for hourly positions (midnights, holidays and weekends) at the Counterterrorism Watch (CTWatch) at the Regional Operations Intelligence Center (ROIC) in West Trenton, NJ. Employees will collect counterterrorism information of a sensitive nature in the form of Suspicious Activity Reports (SARs) from various sources including the public, private sector, and law enforcement (LE) entities. Employee will query investigative information and databases from a variety of LE systems, as well as open source reporting. Employee will develop reports on activities, investigations and findings. Employee will monitor open source media reports and sensitive documents to determine potential threats to the United States and New Jersey. Employee will provide situational awareness updates to OHSP Intelligence Division.

**REQUIREMENTS:**

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

**Experience:** Three (3) years of experience in gathering, coordinating, reviewing and/or analyzing investigative information in a government agency. Previous law enforcement or military experience, working in a joint task force, fusion center, watch center, or 24/7 law enforcement operation is preferred. Must work well as a team member and adapt easily to meet priorities and deadlines in a variety of situations. Must be proficient with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), and proficient in computers to include data entry, Internet and database searches, social media, and electronic mail dissemination.

**\*Note:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

A criminal background investigation is conducted on all OHSP personnel.

If you are interested in the above position, please send a letter, or email, (including posting number) and resume to Anita Bogdan, Chief, Human Resources, Office of Homeland Security and Preparedness, PO Box 091, Trenton, NJ 08625 (or to [careers@njohsp.gov](mailto:careers@njohsp.gov)) no later than close of business **July 24, 2015**.

In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

This office is committed to the principles and practices of Equal Employment Opportunities and Affirmative Action and the Americans with Disabilities Act.

  
Anita Bogdan - Chief, Human Resources