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State of New Jersey  
Office of Homeland Security and Preparedness  
PO Box 091  
TRENTON, NJ 08625-0091

CHRIS RODRIGUEZ  
DIRECTOR

**Posting Number: 16-06IWS**

An opportunity currently exists in the Office of Homeland Security and Preparedness (OHSP) within the *unclassified service* for a candidate who meets the minimum job requirements specified below:

**TITLE:** Senior Management Assistant  
**SALARY:** \$51,529.95 - \$72,953.46  
**LOCATION:** Hamilton, New Jersey (Mercer County)  
**NUMBER OF POSITIONS:** 1

**JOB DESCRIPTION:** Under the direction of the Bureau Chief of Infrastructure Protection and Training, the Senior Management Assistant will provide administrative support to the Bureau and assisting with Infrastructure Protection and Training (IPT) projects. Responsibilities will include, but not limited to: performing research and preparing correspondence, meeting and training materials; coordinating and maintaining the IPT training calendar; reviewing and responding to IPT email inquiries; preparing and monitoring travel requests for all IPT staff; administering registration of training attendants; organizing and maintaining all record keeping functions for the Bureau.

**REQUIREMENTS:**

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

**Note:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

**Experience:** Two (2) years of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures.

Applicants should be aware that all OHSP employees must be a U.S. Citizen due to the fact they need to be eligible to obtain a Secret or Top Secret Clearance from the federal government. U.S. Citizenship is a requirement for obtaining such clearance. Additionally, a criminal background investigation is conducted on all OHSP personnel.

If you are interested in the above position, please send a letter (**include posting number 16-06IWS**) and resume to Roopa Trotter, Chief, Human Resources Office of Homeland Security and Preparedness, PO Box 091, Trenton, NJ 08625 (or by e-mail [careers@njohsp.gov](mailto:careers@njohsp.gov)) no later than **May 13, 2016**.

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.

  
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Roopa Trotter  
Chief, Human Resources