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

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DIRECTOR

NOTICE OF JOB VACANCY

POSTING NUMBER: #16-11 IWS

An opportunity currently exists in the New Jersey Office of Homeland Security and Preparedness (NJOHSP) within the *unclassified service* for applicants who meets the minimum job requirements specified below:

TITLE: Counterterrorism Watch Specialist
(Part-Time Temporary Service Employee)

NUMBER OF POSITIONS: TBD

ISSUE DATE: August 31, 2016

CLOSING DATE: September 9, 2016

SALARY: \$29.00 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 (NJOHSP) is seeking part-time Temporary Employee Service employees for hourly positions (midnights, holidays, and weekends) at the Counterterrorism Watch (CT/Watch) located at the Regional Operations Intelligence Center (ROIC) in West Trenton, New Jersey. Responsibilities will consist of collecting counterterrorism information of a sensitive nature in the form of Suspicious Activity Reports (SARs) from various sources, including public, private sector, and law enforcement (LE) entities; querying investigative information and databases from a variety of LE systems, as well as open source reporting and developing reports on activities, investigations, and findings; monitoring open source media reports and sensitive documents to determine potential threats to the United States and New Jersey and providing situational awareness updates to the NJOHSP Intelligence Division.

The selected candidate will work well as a team member and adapt easily to meet priorities and deadlines in a variety of situations.

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.

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

Note: As a prerequisite, all selected candidate(s) must demonstrate proficiency in Microsoft Office Suite, data entry, Internet and database searches, social media and electronic mail dissemination.

Note: Preference may be given to candidates with previous law enforcement or military experience, working in a joint task force, fusion center, watch center, or 24/7 law enforcement operation.

License: Appointee 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 essential duties of the position.

Interested applicants should send a cover letter, resume and writing sample to: Roopa Trotter, Chief, Human Resources, Office of Homeland Security and Preparedness, PO Box 091, Trenton, NJ 08625 by mail or by email to careers@njohsp.gov. **(Please reference the posting number in subject line of the email.)** All submissions must be received no later than close of business on **September 9, 2016**.

Applicants should be aware that all NJOHSP employees must be a U. S. Citizen due to the fact that 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 NJOHSP personnel.

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.



Roopa Trotter
Chief, Human Resources