



State of New Jersey

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DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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May 13, 2025 NOTICE OF JOB VACANCY #25-159

This is a repost of job vacancy announcement #25-029; previous applicants need not reapply.

Temporary employment services opportunities currently exist with the Department of Law and Public Safety, Division of Administration, for applicants who meet the requirements specified below:

TITLE: Special Services (Hourly Hearing Officer 1)

SALARY: \$40.80 to \$57.99 per hour

LOCATION: [Division of Administration](#)
Human Resource Management
Employee Relations Unit
25 Market St, Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One

DUTIES: Under direction of a Hearing Officer 2, or other supervisory official in a state department or agency, reviews grievances and appeals, conducts investigations and/or participates in disciplinary hearings; may assist in complex matters; does other related duties as required. Please see the Civil Service Commission (CSC) job specification for additional information at info.csc.nj.gov/jobspec/63347.htm.

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.

Seven (7) years of professional experience in the field of employee relations; one (1) year of which shall have included disciplinary appeals.

OR

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience; one (1) year of which shall have included disciplinary appeals.

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.

SPECIAL NOTE: Special Services positions are filled on a part-time, temporary basis during normal business hours. Candidates appointed to a Special Services title will be limited to 944 work hours in a fiscal year.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, you must check the box when completing your online application and submit your Schedule A or B letter along with your resume and any other required supporting documents indicated below, on or before the closing date. For more information on the SAME Program please visit the [NJ CSC SAME Program](#), email, 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 #25-159, a current resume and a copy of your final unofficial transcripts and/or foreign degree evaluation (for education credit), to the Recruitment Coordinator using the following [link](#) on or before the closing date of **November 13, 2025**. *Applications will not be accepted via email.*

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.

