

POSITION TITLE:	Administrative Specialist 3 Administrative Professional Band Level 2 – Journey (Unclassified)	OPENING DATE:	May 20, 2014
		CLOSING DATE:	June 18, 2014
		SALARY RANGE:	\$49,576-\$80,410*
LOCATION:	Office of Management and Administrative Services Purchase and Property Unit Administrative Office of the Courts Trenton, New Jersey	ANNOUNCEMENT:	#14-44-15
		POSITION NO.:	060076

POSITION DESCRIPTION

The New Jersey Judiciary is seeking a highly motivated individual to work independently on a purchasing team utilizing organizational sourcing strategies, Judiciary policies, effectively communicating with customers, vendors, other departments and entities, provide technical assistance to Judiciary purchasing staff statewide, negotiate the best value, maintaining a library of current contracts, a database of vendors, special projects, and resolve vendor issues under the general direction of the Chief, Purchase and Property. The candidate will write and analyze bid specifications; evaluate contracts and bid proposals; review State contracts; coordinate the bid process for RFP's, RFQ's and RFI's; and make recommendations for waivers of advertising. The selected individual may work with team members in assigned tasks; investigating and resolving complex contract issues; write policies and procedures; plan implementation and communication of projects. The candidate will be responsible for the day-to-day ordering functions for commodities and services, analyze purchase requisitions, create purchase orders; documenting office procedures; conducting analyses of equipment usage and services and related duties as assigned.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's Degree.

EXPERIENCE: Three years of professional experience in program development, coordination, program analysis, program administration or administrative research.

SUBSTITUTION: Applicants who do not possess the required education may substitute additional paraprofessional and professional experience on a year for year basis with one year of such experience being equal to thirty (30) semester hour credits. An Associate's Degree and two years of additional paraprofessional or professional experience may be substituted for a Bachelor's Degree. A Master's Degree may be substituted for one year of experience. A Law Degree may be substituted for two years of experience.

NOTE: Experience with evaluating contracts and bid specifications, the purchase of commodities, IT hardware and software, telecommunications, furniture, equipment, services and/or office supplies; MS Office applications and internet skills; strong interpersonal and verbal/written communication skills would be helpful. Possession of either a Professional certification as a Certified Public Purchasing Officer (CPPO), Certified Professional Public Buyer (CPPB), or Certified Purchasing Manager (C.P.M.) is beneficial.

DRIVER'S 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.

AUTHORIZATION TO WORK: US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.

SPECIAL NOTE: Newly hired employees must agree to a thorough background check that will include fingerprinting. All data received will be kept in strict confidence except to inform the individual of the findings and what action will be taken as a result of this information.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Judiciary on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey state employees hired prior to September 1, 2011 who transfer from within the Judiciary or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the Act.

Terms and conditions of employment will be governed by the applicable collective bargaining agreement.

INFORMATION FOR APPLICANTS

Applicants should submit a cover letter and current resume complete with announcement number, both day and evening telephone numbers and e-mail address by June 18, 2014 to: **Recruitment.Mailbox@Judiciary.state.nj.us** – OR – Announcement # 14-44-15, Judiciary Personnel Office, Richard J. Hughes Justice Complex, P.O. Box 989, Trenton, NJ 08625. **If you are responding to more than one Notice of Vacancy, please submit a copy of your resume/cover letter for each posting. Please include the announcement number in the subject line of your email submission.**

*For current Judiciary employees, salary upon promotion or advancement will be an increase of 5% of base salary or the minimum salary of the band/level, whichever is greater. Employees who are hired directly from another branch of New Jersey state government may be hired at up to 5% above the salary they were being paid in the other branch of government. For newly hired individuals, the starting salary will normally be at the minimum of the salary range or up to 15% above the minimum salary based on education and experience; however, a higher salary may be approved based upon the particular qualifications of the selected candidate or the difficulty of the recruitment. In no case may the employee be paid more than the maximum salary for the title.

The New Jersey Judiciary consists of: the Supreme Court, the Superior Court including the Appellate Division and the Trial Court of the 15 vicinages in New Jersey, the Tax Court and the Municipal Court System. The Administrative Office of the Courts provides technical assistance, operational support, training, research and development, budget and personnel coordination, and development and operation of information systems for the Courts of New Jersey.