



NEW JERSEY COURTS
invites applications for the position of:

Emergency Management Specialist (Administrative Specialist 3)

SALARY: See Position Description
OPENING DATE: 12/02/16
CLOSING DATE: 01/06/17 11:59 PM
LOCATION: Central Office, 25 Market Street, Trenton

DESCRIPTION:

Salary Information*

Minimum Salary: \$49,576.81
Maximum Salary A: \$80,410.90
Maximum Salary B: \$76,390.36

The New Jersey Courts are the most visible part of our legal system. Though many legal issues and disputes are never brought to the courthouse, each year approximately seven million new cases are filed in New Jersey's courts. The Court Access Services Unit supports statewide continuity of operations (COOP), continuity of government (COG), and environmental, health & safety (EHS) for the New Jersey Court System which consists of the Supreme Court, the Superior Court including the Appellate Division and the Trial Courts of 15 vicinages (judicial districts), the Tax Court, and the Municipal Court System.

We are seeking an enthusiastic candidate who is able to work with all levels of employees as part of a statewide team to evaluate current programs, identify vulnerabilities, make recommendation for greater efficiencies and effectiveness, and deliver products to meet established deadlines. The ideal candidate will have a basic understanding and the ability to learn program coordination, the principles of continuity of operations planning, continuity of government planning, contingency planning, emergency management, and the fundamentals of EHS program coordination. The selected candidate will assist in the development of continuity tests, trainings, and exercises including table top exercises. Additionally, the selected candidate will have strong written and verbal communication skills, attention to detail, the capability to build consensus, and the ability to prioritize a changeable workload. Proficiency with Microsoft Office products including SharePoint, PowerPoint, Excel, Word and Outlook is preferred.

EXAMPLE OF DUTIES:

- In conjunction with vicinage and central office managers, evaluate facility continuity of operations planning with a focus on policies, plans, procedures, training, equipment, and organizational response to a wide variety of business interruptions.
- Recommend methods to reduce vulnerabilities and improve response capabilities to a variety of business interruptions.
- Assist in the development, implementation, testing, education, and maintenance of the continuity of operations program.

- Assist in the development of continuity tests, trainings, and exercises including tabletop exercises (TT&E).
- Assist in the development and implementation of strategic plans, policies, and training related to EHS and emergency management.
- Assist in the development of and deliver training, briefings and overviews.
- Research, compile, and prepare statistical reports for court management as needed.

QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's Degree and three (3) 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 (2) years of additional paraprofessional or professional experience may be substituted for a Bachelor's Degree. A Master's Degree may be substituted for one (1) year of experience. A Law Degree may be substituted for two (2) years of experience.

SUPPLEMENTAL INFORMATION:

Driver's License: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle 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," all persons newly hired by the Judiciary must establish, and then maintain, principal residence in the State of New Jersey.

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

***Minimum Salary Note:** For newly hired individuals, the starting salary will normally be at the minimum of the salary range. For current Judiciary employees, salary upon promotion or advancement will be an increase of 5% of base salary, not to exceed the maximum of the range, or the minimum salary of the band/level, whichever is greater.

***Maximum Salary Note:** Maximum Salary A is for Judiciary employees hired prior to June 3, 2014 and Maximum Salary B is for newly hired individuals or Judiciary employees hired on or after June 3, 2014.

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.

**The Judiciary of New Jersey is an Equal Opportunity/Affirmative Action
Employer Committed to Ensuring an Open Door to Justice**

NeoGov applicant support at 1-855-524-5627 (toll free call)
Monday through Friday, 8:00 AM to 5:00 PM Pacific Standard Time (PST)

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.judiciary.state.nj.us>

Position #2016 -00608
EMERGENCY MANAGEMENT SPECIALIST (ADMINISTRATIVE
SPECIALIST 3)
JD

See Above
Various Counties, NJ US
