

CAREER OPPORTUNITY NEW JERSEY JUDICIARY



POSITION TITLE:	Court Executive 2a Court Executive Band Level 2a (Unclassified)	OPENING DATE:	October 15, 2007
		CLOSING DATE:	November 4, 2007
		SALARY RANGE:	\$71,165 – \$103,463*
LOCATION:	Office of Communications Administrative Office of the Courts Trenton, New Jersey	ANNOUNCEMENT:	#07-95
		POSITION NO.:	042873

POSITION DESCRIPTION

The New Jersey Judiciary is seeking a manager with strong skills in journalism; desktop publishing in a professional setting; grammar and editing; layout and design in a professional setting for both print and Web publication; and excellent customer service. Other knowledge should include professional printing and video production. Under the direction of the Court Executive 4, Director of Communications, the selected individual will oversee the development and production of Judiciary publications and educational videos. Responsibilities will include writing, designing and producing publications, including newsletters, brochures, and reports for internal and external audiences; and supervising video production from concept through script development to production and post-production. Additional responsibilities will involve helping vicinage and central office operational units develop communication and public education materials, including editing, design and production support as well as training on publications methods and standards.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a bachelor's degree.

EXPERIENCE: Five (5) years of professional administrative and/or program management experience, three (3) of which shall have included responsibility for program development and/or implementation and supervision of staff.

SUBSTITUTION: Applicants who do not possess the required education may substitute paraprofessional and professional experience for education on a year-for-year basis. A master's degree may be substituted for one year of experience as indicated above. A law degree may be substituted for two years of experience as indicated above.

NOTES: Photographic skills would be helpful.

Applicants selected to interview will be asked to bring their portfolio and a writing sample at the time of interview.

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 the 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.

INFORMATION FOR APPLICANTS

Applicants should submit a cover letter and current resume complete with announcement number and both day and evening telephone numbers by November 4, 2007 to: Cheryl Whiting (#07-95) Judiciary Personnel Office, Richard J. Hughes Justice Complex, PO Box 989, Trenton, NJ 08625 - OR- Recruitment.Mailbox@Judiciary.state.nj.us. **If you are responding to more than one Notice of Vacancy, please submit a copy of your resume/cover letter for each posting.**

* 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.

EMPLOYEE BENEFITS

Employees are eligible to enroll in various benefits programs including health insurance, dental insurance and a prescription drug plan; a group life insurance plan; and a retirement program. Managerial employees are entitled to receive up to a maximum of 20 prorated paid vacation days in the first calendar year of employment, and one sick day for each month worked during the first calendar. Additionally, employees earn three administrative leave days and receive thirteen paid holidays per year.

The New Jersey Judiciary consists of: the Supreme Court, the Superior Court including the Appellate Division and the Trial Courts 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