The New Jersey Judiciary is seeking an individual, who will report directly to the Assistant Director of Support Services, to be responsible for the daily operation of the Health and Safety Unit of the Support Services Division at the Administrative Offices of the Courts. The selected candidate will be responsible for the strategic planning of statewide health and safety programs and procedures, statewide emergency management and continuity of operations planning for the Courts, and for implementing the Title II Americans with Disabilities Act (ADA) compliance program. This individual will be expected to interact with judges and all levels of staff and management in both the central office and vicinages. The selected candidate will develop a working relationship with the Judiciary’s partners: state and county health and safety officials, state and county office of emergency management officials, county administration, and other state agencies. This individual will serve as the consultant to senior management on health and life safety issues; will review, analyze and interpret data from reports; will conduct safety audits, evaluations and surveys to assess potential hazards and recommend corrective action. Other duties include the supervision of a professional support unit and oversight of the Fleet Management and Office Services functions.

**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, which shall have included responsibility in health and safety and emergency management operations; and for the supervision of staff.
- **SUBSTITUTION:** Applicants who do not possess the required education may substitute additional professional experience on a year-for-year basis with one (1) year of such experience being equal to thirty (30) semester hour credits. An Associate’s Degree and two years of additional professional experience may be substituted for the required Bachelor’s Degree. A Master’s Degree may be substituted for one (1) year of experience as indicated above. A Law Degree may be substituted for two (2) years of experience as indicated above.
- **NOTE:** Excellent management, communication and administrative skills are preferred. Knowledge of ADA Title II and certification in good standing by the American Board of Industrial Hygiene, Board of Certified Safety Professionals or similar nationally recognized professional organizations is helpful.
- **DRIVER’S LICENSE:** Appointee is 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,” all persons newly hired by the Judiciary must establish, and then maintain, principal residence in the State of New Jersey. Newly hired 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.

**POSITION DESCRIPTION**

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 New Jersey Judiciary is an equal opportunity/affirmative action employer committed to ensuring an open door to justice.