



NOW HIRING

PROSECUTOR'S AGENT/ OFFICE MANAGER



The Warren County Prosecutor's Office is seeking a Prosecutor's Agent/Office Manager who will share the same dedication, commitment, and passion to the agency's mission. Duties may include policy planning, budget preparation, finance administration, personnel, management, job training, system operations, public relations, purchasing and administrative research.

Minimum requirements

- Prior management experience
- Basic knowledge of accounting principles and financial management
- Excellent verbal and written communication skills
- Must be a resident of New Jersey upon employment
- Must be of good character and have not been convicted of any criminal offenses or anything that would reflect negatively on his/her character
- Must pass a drug test and medical exam
- Must pass a background check

Salary Range: \$75,000 to \$90,000

Full-time employees working the required weekly hours can expect to receive the following benefits within 12 months of employment:

- Health, prescription and dental insurance after 60 calendar days of employment
- Paid leave time earned monthly to include sick, vacation and personal time
- Pension system enrollment if applicable: Defined Benefit Pension Plan, NJ Public Employees Retirement System (PERS), NJ Public Employees Retirement Systems Prosecutors, or Police and Firemen's Retirement System
- 15 holidays per year
- Clothing and uniform reimbursement to employees working in eligible titles
- Eyeglass reimbursement up to \$100 annually
- Education/tuition or training reimbursement available
- Deferred Compensation (457b) Plan

If you are interested in applying, please email your resume along with a cover letter to Acting Prosecutor Jessica Cardone at jcardone@co.warren.nj.us no later than September 15, 2025.

The Warren County Prosecutor's Office is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or status as a protected veteran.