

## JOB OPPORTUNITY DEPARTMENT OF CORRECTIONS WHITTLESEY ROAD P.O. BOX 863 TRENTON, NJ 08625



TH	IS POSTING IS <u>ONLY</u> OPEN TO THE FOLLOWING:		
	Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions	Issue Date:	May 3, 2024
	State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions	Posting No.:	195-24
☐ Interested individuals who meet the stated requirements			
TITI	LE: Secretarial Assistant 3, Non-Stenographic	SALARY:	\$57,420.37 - \$81,196.66
LOCATION: Central Office, Special Investigations Division – Trenton, NJ			
IOR	DESCRIPTION: Under supervision provides secretarial admir	sistrative and clerical s	unnort to an assigned division

**JOB DESCRIPTION:** Under supervision, provides secretarial, administrative and clerical support to an assigned division director, deputy commissioner, assistant commissioner, or organizational equivalent, superintendent or chief administrator of an institution, or vice president of a State college; types correspondence and reports, prepares letters on complex matters, provides requested information to internal and external customers, maintains a schedule of appointments and the daily engagement calendar of the executive official; utilizes various information systems for daily work assignments used by the agency, office, or related units; does other related duties as required.

## REQUIREMENTS

**EXPERIENCE:** Five (5) years of experience in secretarial and administrative clerical work.

**NOTE:** Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

PLEASE INCLUDE RESUME AND COPY OF <u>TRANSCRIPTS</u> (UNOFFICIAL COPIES ARE ACCEPTABLE), IF APPLICABLE, IN YOUR RESPONSE. <u>POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL</u>. <u>ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY</u>. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN <u>MAY</u> 17, 2024.

Forward Response To: Civilian Recruitment – Office of Human Resources
Central Office Regional Personnel Services, Region 6

P.O. Box 863

Trenton, NJ 08625-0863

Emailed resumes are to be

sent only to: Civilian.Recruitment@doc.nj.gov