

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

**JOB VACANCY POSTING**

**POSTING NUMBER:** HR-0015

**ISSUE DATE:** February 22, 2016

**TITLE:** Administrative Assistant 2

**CLOSING DATE:** March 7, 2016

**DIVISION/UNIT:** Codes and Standards / Director's Office

**LOCATION:** DCA Building, 101 S Broad Street, Trenton

**SALARY RANGE:** P21: \$51,529.95 - \$72,953.46

**POSITION(S):** 1

**DISTRIBUTION:** Department

**DESCRIPTION OF MAJOR DUTIES:**

Assist the Director of the Division of Codes and Standards by performing and coordinating administrative support services. Incumbent will serve as Division liaison with Division's field staff and Department's Information Technology, Fiscal and Building Services Office.

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**REQUIREMENTS:**

**EDUCATION:**

Graduation from an accredited college with a Bachelor's degree.

**EXPERIENCE:**

Two (2) years of experience in a business or government agency providing administrative support services and/or coordinating work activities.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

**LICENSE:**

Appointees 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.

A promotable eligible exist within the unit scope.

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**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:**

Office of Human Resources  
New Jersey Department of Community Affairs  
HR#0015  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov)

**Interviews will be granted on the basis of the resume.**

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

**The New Jersey Department of Community Affairs is an Equal Opportunity Employer**