



# VACANCY ANNOUNCEMENT

**The Department of Health has a career opportunity for qualified candidates for the following position:**

Title <b>Personnel Aide 1 [Classified Competitive]</b>		Salary <b>W12 \$31,455.21 - \$43,963.50</b>	
Posting Number <b>70-18</b>	Position Number <b>030243</b>	Number of Positions <b>1</b>	Posting Period * From: <b>3/09/18</b> To: <b>3/23/18</b>
Location: <b>DMHAS Ancora Psychiatric Hospital 301 Spring Garden Road Ancora, NJ 08037</b>		Scope of Eligibility/Open to: <b>Department of Health Employees</b>	

### GENERAL DESCRIPTION

Under close supervision of a supervisory official in the personnel office of a state department, institution, or agency, performs limited, technical duties in connection with and support of one or more various areas of the general personnel program requiring independent application of Civil Service Commission and Department of the Treasury rules, regulations, policies, and procedures as applied to varying situations; does other related duties as required.

### REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

Completion of sixty (60) semester hour credits from an accredited college or university.

**NOTE:** Applicants who do not possess the required education may substitute experience in clerical/technical personnel work requiring the application of rules, regulations, policies, and procedures on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**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 essential duties of the position.

### IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:

***PST.APH@doh.nj.gov***

- Mail the required documents to:

**Robin Mcguigan, Personnel Assistant 3  
Ancora Psychiatric Hospital  
Reference Posting #70-18  
New Jersey Department of Health  
301 Spring Garden Road  
Hammonton, NJ 08037**

**Required documents:**

- cover letter
- resume

*\* Responses received after the closing date MAY be considered if the position is not filled.*

- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
- *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
- *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
- *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
- *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
- **The New Jersey Department of Health is an Equal Opportunity Employer.**