



# VACANCY ANNOUNCEMENT

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

Title <b>Secretarial Assistant 3 (Non-Steno) [Classified Competitive]</b>			Salary <b>A15 \$41,051.30 - \$57,652.25</b>
Posting Number <b>151-19</b>	Position Number <b>953242</b>	Number of Positions <b>1</b>	Posting Period * From: <b>5/22/2019</b> To: <b>6/05/2019</b>
Location: <b>Health Facility Survey &amp; Field Operations 120 S. Stockton St. Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>
<b>GENERAL DESCRIPTION</b>			
<p>Provides secretarial support to the Program Manager and the professional staff of the Long Term Care Complaint Program. Answers incoming telephone calls, provides information and directs calls to appropriate staff. Arranges conference calls and schedules meetings for the unit. Processes incoming mail for the unit. Provides mailings of federal and state reports to facilities. Performs electronic filings of inspection reports. Monitors inventory of supplies for the unit. Types letters, memos, reports. Maintains calendar for the Program Manager.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>Experience:</b> Three (3) years of experience in secretarial and administrative clerical work.</p> <p><b>Note:</b> 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 limited to, office procedures, word processing, and business English.</p> <p><b>License:</b> 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.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>• Forward the required documents electronically to: <b><i>PSTHFEL@doh.nj.gov</i></b></li> <li>• Mail the required documents to: <b>Christine Pogorzelski, Administrative Assistant 2 Health Facilities Evaluation and Licensing Reference Posting #151-19 New Jersey Department of Health PO Box 367 Trenton, NJ 08625-0367</b></li> </ul>			
		<p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>	

- 
- *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.***