



VACANCY ANNOUNCEMENT

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

Title Administrative Assistant 2 [Classified Competitive]		Salary P21 \$58,031.09 - \$82,157.57	
Posting Number 255-23	Position Number 070692	Number of Positions 1	Posting Period * From: 03/27/2023 To: 04/10/2023
Location: Health Facility Survey & Field Operations 120 So. Stockton Street P.O. Bix 367 Trenton, New Jersey 08625		Scope of Eligibility/Open to: Department of Health Employees	

GENERAL DESCRIPTION

The successful candidate will report directly to the Assistant Commissioner and provide administrative support to the Office of the Assistant Commissioner. Duties will include coordinating and providing responses to inquiries from legislative offices, consumers, regulated industry and other parts of the Department of Health and other Departments. Ensuring that all correspondence entering and leaving the Office of the Assistant Commissioner are properly routed and responses are timely and appropriate.

Will provide guidance to division staff regarding operational matters. Coordinate essential meetings, conference calls w/outside agencies, Dept. and other government offices. Responsible for the review of the computer-based referral system for the Division.

Furthermore, this position will coordinate the preparation of the yearly budget request. Coordinate with the programs in the Division on a weekly basis in connection with preparation of the Governor's weekly report. Reviews and monitors the e-mail box for the Division.

This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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.

IMPORTANT FILING INSTRUCTIONS

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

- Forward the required documents electronically to:
PSTHFEL@doh.nj.gov
- Mail the required documents to:
**Rebecca Pietromonico, Senior Management Assistant
Health Facilities Evaluation and Licensing
Reference Posting #255-23
New Jersey Department of Health
PO Box 367
Trenton, NJ 08625-0355**

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

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

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- *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.**
 - **RESUME NOTE:** *Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*
 - **SAME APPLICANTS:** *If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.*