



# VACANCY ANNOUNCEMENT

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

Title <b>Personnel Aide 2 [Classified Competitive]</b>			Salary <b>W14 \$39,293.57 - \$55,113.14</b>
Posting Number <b>357-18</b>	Position Number <b>052925</b>	Number of Positions <b>1</b>	Posting Period * From: <b>10/31/2018</b> To: <b>11/14/2018</b>
Location: <b>DMHAS- Ancora Psychiatric Hospital, 301 Spring Garden Road, Ancora, NJ 08037</b>			Scope of Eligibility/Open to: <b>Ancora Psychiatric Hospital Employees</b>
<b>GENERAL DESCRIPTION</b>			
<p>Under limited supervision of a supervisory official in the personnel office of a state department, institution, or agency, performs paraprofessional technical duties in connection with and support of one or more various general personnel program areas requiring the independent application of Civil Service Commission and Department of the Treasury rules, regulations, policies, and procedures to varying situations; may function as a lead worker in a large unit; does related work as required.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>Completion of sixty (60) semester hour credits from an accredited college or university.</b></p> <p><b>EXPERIENCE: One (1) year of experience in clerical/technical personnel work requiring the application of rules, regulations, policies and procedures.</b></p> <p><b>NOTE: Applicants who do not possess the required education may substitute additional experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.</b></p> <p><b>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.</b></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>PST.APH@doh.nj.gov</b></li> <li>• Mail the required documents to: <b>Robin Mcguigan, Personnel Assistant 3 Ancora Psychiatric Hospital Reference Posting #357-18 New Jersey Department of Health 301 Spring Garden Road Hammonton, NJ 08037</b></li> </ul> <p style="text-align: right;"><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 style="text-align: right;"><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.**