

POSTING NUMBER: HR18-0020 ISSUE DATE: September 18, 2018

TITLE: Personnel Assistant 2 CLOSING DATE: October 2, 2018

DIVISION: Office of Human Resources SALARY RANGE: Y25: \$56,123.01 - \$79,773.39

NUMBER OF POSITIONS: 1

LOCATION: 101 South Broad Street, Trenton

OPEN TO: Department-Wide (Department of Community Affairs Employees ONLY)

All Departments/Agencies (State Employees with permanent status ONLY)

General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Under direction of a Personnel Assistant 1 or other supervisory official in a state department, institution, or agency, acts in the capacity of a principal assistant in the supervision of the overall, or a significant portion of the overall, personnel program area such as classification, recruitment, personnel orientation and training, personnel research, administrative services, employee counseling and personnel services, management assistance, or employee relations; or performs personnel work of considerable technical difficulty in one or more of the above major personnel program areas; does other related work.

REQUIREMENTS (APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION:

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

EXPERIENCE:

Three (3) years of professional experience in a personnel program of a public or private organization.

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

NOTE: A Master's degree in business administration, personnel administration, public administration, management, or other related field may be substituted for one (1) year of the indicated 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.

\boxtimes	A promotable eligible exists within the unit scope.
	A promotional list exists within the unit scope.
	An open competitive list exists.

Please submit a resume including any required documents (degree, licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

New Jersey Department of Community Affairs Office of Human Resources

HR18-0020

101 South Broad Street PO Box 800

Trenton, New Jersey 08625

Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted based on resume

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

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

Revised: March 2018