

UNCLASSIFIED APPOINTMENT (UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2022)

POSTING NUMBER: HR18-0030 **ISSUE DATE:** November 9, 2018 TITLE: Secretarial Assistant 1, **CLOSING DATE:** Non-Stenographic November 23, 2018 **DIVISION / OFFICE /UNIT:** Sandy Recovery Division **SALARY RANGE:** A20: \$51,253.67 - \$72,476.48 **LOCATION:** 101 S. Broad Street Trenton, New Jersey **NUMBER OF POSITIONS: 1 OPEN TO:** Department-Wide (Department of Community Affairs Employees ONLY) All Departments/Agencies (State Employees with permanent status ONLY)

DESCRIPTION OF MAJOR DUTIES:

General Public and/or State Employees

Serves as secretary primarily to the Division Director, who oversees the Sandy Recovery Division. Maintains daily calendars, coordinates engagements, travel arrangements, hearings, conferences and meetings, as required. Prepares correspondence and reports as directed. Greet visitors, receive and screen phone calls and route as appropriate.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EXPERIENCE: Five (5) years of experience in secretarial and administrative clerical work.

NOTE: 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 be limited to, office procedures, word processing, and business English.

LICENSE: Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

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
HR18-0030
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