



Philip Murphy
Governor

Sheila Y. Oliver
Lt. Governor

Christine Norbut Beyer, MSW
Commissioner

JOB VACANCY POSTING

POSTING #: 137-18 **ISSUE DATE:** September 20, 2018
TITLE: EXECUTIVE SECRETARIAL ASSISTANT **CLOSING DATE:** October 4, 2018
LOCATION: Department of Children and Families (DCF)
Division of Children's System of Care
50 East State Street
Trenton, NJ 08625
POSITIONS: 1 **RANGE:** W23
DISTRIBUTION: STATE WIDE **SALARY:** \$51,239.81 - \$72,686.63

SCOPE OF ELIGIBILITY: Open to employees who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

DEFINITION: May be assigned to act as secretary to a deputy commissioner who is authorized to act for cabinet officers in their absence; sub-cabinet level executive having responsibility for management of more than one operating division and/or their organizational equivalents; heads of autonomous agencies or commissions, in but not of departments and whose chief executive officer is a gubernatorial appointee; and to a president of a state college; does related work as required.

REQUIREMENTS

EXPERIENCE: Six (6) years of experience in secretarial and administrative clerical work.

Applicants may substitute a two year college level course in secretarial science for one (1) year of the required 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 the essential duties of the position.

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

IMPORTANT NOTICE

RESIDENCY - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a cover letter and resume electronically to:

Job.Posting@dcf.nj.gov

Include the Job Posting # in the subject line of your email.

Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

Linda M Dobron, Executive Director of Human Resources
Department of Children and Families
Office of Human Resources
P.O. Box 717
Trenton, NJ 08625