



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy
Governor

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Lt. Governor

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Commissioner

JOB VACANCY POSTING

POSTING #:	202-24	ISSUE DATE:	May 10, 2024
TITLE:	SECRETARIAL ASSISTANT 1, NON-STENOGRAPHIC (CLASSIFIED COMPETITIVE)	CLOSING DATE:	May 24, 2024
LOCATION:	Department of Children and Families (DCF) Office of Data Management and Reporting 50 East State Street Trenton, NJ 08625		
POSITIONS:	1	RANGE:	A 15
DISTRIBUTION:	STATE-WIDE	SALARY:	\$45,990.49 - \$64,588.90

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.

SPECIAL NOTE: This position may be eligible to work remotely for up to two days in a calendar week.

DEFINITION: Under supervision, provides secretarial, administrative and clerical support to an assigned assistant division director, bureau chief, or organizational equivalent; types correspondence and reports, prepares letters on routine matters, provides requested information to internal and external customers, maintains a schedule of appointments and the daily engagement calendar of the executive official; utilizes various information systems for daily work assignments used by the agency, office, or related units; does other related duties as required.

RESPONSIBILITIES:

- Prepares statistical and other reports.
- Ability to learn, understand, and readily adapt to the computer systems used by the agency.
- Ability to create mail merges, PowerPoint presentations for daily assignments.
- Ability to learn how to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Knowledge of commonly used data processing and office applications.

EXPERIENCE: Three (3) years of experience in secretarial and administrative clerical work.

SPECIAL NOTE: The incumbent must have prior experience with documenting technical processes that would support training and business continuity for technical systems. Strong experience with Microsoft Office products is a must.

NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or thirty (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.

RESUME NOTE: Eligibility determinations will be based upon information presented on the resume only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.

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 PROMOTIONS 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 as a single **PDF document**, saving the file by your **Last Name, First Name** to:

Job.Posting@dcf.nj.gov

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