



New Jersey Department of Environmental Protection Notice of Vacancy

Filling of this position is contingent upon further approval process

Title: Administrative Assistant 3

Posting Number: NHRAC-2021-6

Open to: Division-Wide

Workweek: 3E (35-hour) Workweek

Salary: (P18) \$48,767.10 — \$68,775.00

Opening Date: October 26, 2021

Closing Date: November 9, 2021

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection

Natural & Historic Resources
New Jersey State Park Police
501 East State Street, 4th floor
Trenton, NJ 08625-0420

Scope of Eligibility: Open to permanent employees in a competitive title in the Natural and Historic Resources Program, who meet the requirements below.

Description: Assists the head of a Bureau or Service in a state department, institution, or agency by performing and coordinating administrative support services; does other related work.

Specific to the Position: Report to the Chief, State Park Police. Provide administrative services to the Chief and Trenton headquarters staff by gathering and organizing information from the Computer Aided Design (CAD) to use for monthly reports, research information for Standard Operating Procedures (SOP), and law enforcement issues that arise on a daily basis. Conduct surveys within the organization for new policies and shift bids, coordinate awards ceremonies throughout the year, handle the new hire process, and investigate complaints by the public. Prepare correspondence and responses for referrals and legal requests. Act as the Human Resources liaison for the State Park Police. Handle phone calls, take messages and forward calls to appropriate staff in a professional manner. Handle purchasing of office supplies for the Trenton Headquarters.

Requirements

Education: Graduation from an accredited college or university with a Bachelor's degree. NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

Experience: One (1) year of experience in a business or government agency providing administrative support

services and/or coordinating work activities. NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year for year basis.

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.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

Note: Interviews will be granted based on the cover letter, resume and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview. Selected candidate(s) shall not be serving a working test period at the time of the appointment. Please include the posting number in the subject of the e-mail when submitting your credentials.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://nj.gov/military/veterans/services/civil-service/preference/>

Submit Letter of Interest, Resume and e-mail address by 4:00 PM on the Closing Date to:

Amanda Burns

E-mail Address: NHRAC.Resumes@dep.nj.gov

Posting Authorized By: Phiroza Stoneback, Manager
Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.