



New Jersey Department of Environmental Protection Anticipated Notice of Vacancy

Filling of this position is contingent upon further approval process

Title: Executive Assistant 3

Posting Number: NHRDFW-2021-25

Open to: NJ State Employees

Workweek: NL (35-hour) Workweek

Salary: (Y29) \$80,372.53 — \$114,620.23

Opening Date: 10/21/2021

Closing Date: 11/4/2021

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection
Natural & Historic Resources
Fish and Wildlife
Director's Office
501 East State Street, 3rd Floor
Trenton, NJ 08625

Scope of Eligibility: Open to permanent NJ State employees in a competitive title, who meet the requirements below.

Description: Under direction of a division director in a state department, or the head of an agency, institution, or college, acts as staff and personal representative responsible for assisting in the execution of the division, agency, institution, or college function through the implementation of policy and the development, management, and control of plans, programs, and operations, by employing accepted modern techniques of management; does related work as required.

Specific to the Position: Functions as the Human Resources Representative for the Division, and the liaison with other program areas; Division's travel and training coordinator/liaison; hourly program coordinator; reviews and develops ways to improve processes; team lead over office staff to include providing work assignments; special projects as assigned.

Preferred Skill Set: Knowledge of Title 4A; familiarity with travel and training processes; self-starter; independent worker; good written, verbal and overall communication skills; ability to work as part of a team; serve as a team leader, and take the lead over special projects and work assignments.

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: Four (4) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting or in assisting an executive with program development and implementation. NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis. A Master's degree in Public Administration, Business Administration, Management, or other closely related field may be substituted for one (1) year of experience.

License: Appointee 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
S Clinton & E State Station Plaza, Bldg 5
Trenton, NJ 08625
E-mail Address: NHRDFW.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.