



State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE

ADMINISTRATION

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MIKIE SHERRILL
Governor

SUSAN OCHS
Acting Commissioner

DR. DALE G. CALDWELL
Lt. Governor

ILA BHATNAGAR
Assistant Commissioner

The New Jersey Department of Banking & Insurance invites qualified candidates to apply for the following position:

POSTING NUMBER	2026-BIA-075	OPENING DATE	July 13, 2026	CLOSING DATE	August 13, 2026
TITLE & TITLE CODE IF APPLICABLE	Title: Executive Assistant 2 Title Code: 59916				
UNIT & LOCATION	Office of External Affairs Mary Roebling Building 20 W. State Street Trenton, New Jersey	TITLE RANGE & SALARY RANGE	P26 \$83,582.02 - \$122,831.79		
		STARTING SALARY	TBD per NJAC Salary		
OPEN TO	Open to current State employees with permanent status, who meet the requirements below, subject to current promotional and hiring restrictions, if any, required by the New Jersey Civil Service Commission.				
TITLE DESCRIPTION	Under direction of the Director of External Affairs, acts as staff and representative responsible for assisting in the execution of a bureau function or less complex departmental, agency, or institutional functions through the implementation of policy and development, management, and/or control of plans, programs, and operations by employing accepted modern techniques of management; may assist a higher-level Executive Assistant in a large department or agency; does other related duties as required. Responsible for coordinating office activities, managing confidential communications, maintaining executive schedules, preparing reports and correspondence, and ensuring efficient operation of the office.				
EXPERIENCE REQUIREMENTS	NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience. Seven (7) years of professional experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and/or budgeting, or in assisting an executive with program development and/or implementation. OR Possession of a Bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience. OR Possession of a Master's degree in Personnel Administration, Public Administration, Business Administration, or Psychology; and two (2) years of the above-mentioned professional experience. NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions. Preference will be given to candidates who are proficient in Microsoft Suite, Adobe Pro, Comprehensive				

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	Financial System (CFS), eCATS timekeeping system, Information Technology requests; is an independent worker, highly detail-oriented, possesses excellent writing skills, has a pleasant phone/office demeanor, effective communicator, has the ability to juggle and multitask multiple time-sensitive projects.
LICENSE REQUIREMENTS	A TRUE AND ACCURATE COPY OF A TRANSCRIPT EVIDENCING ACHIEVEMENT OF FILL IN DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY MUST BE INCLUDED WITH YOUR APPLICATION; IF THE TRANSCRIPT IS NOT SUBMITTED ALONG WITH YOUR APPLICATION, YOUR APPLICATION MAY NOT BE CONSIDERED. 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 REQUIREMENTS	The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70) effective September 1, 2011, contains new residency requirements for public officers and employees, unless exempted under the law. Current, new or prospective employees should be aware of the following: Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.
GENERAL INFORMATION	<u>Medical Accommodation Requests:</u> The New Jersey Department of Banking and Insurance provides reasonable accommodations to applicants with disabilities upon request in accordance with the law. If you need a reasonable accommodation for any part of the application, interview, and/or hiring process, please contact the Department's ADA/Medical Accommodations Coordinator, Lisa Clapp, at lisa.clapp@dobi.nj.gov or (609) 940-7337, for assistance. <u>State as a Model Employer ("SAME") Applicants:</u> If you are applying for this position under the State of New Jersey's SAME Program, please note that your supporting documents (i.e. Schedule A or B Letter), must be submitted along with your Resume, by the closing date indicated above. For information on the SAME Program, please visit the New Jersey Civil Service Commission's ("CSC") website at: Civil Service Commission Overview (https://nj.gov/csc/same/overview/index.shtml), and for any questions regarding the SAME program, please contact CSC by email: CSC-Same@csc.nj.gov, or by phone at: 609-292-4144, "option 3". <u>Hours of Work:</u> The hours of work for this position are Monday through Friday from 9:00 a.m. to 5:00 p.m. All No-Limit (NL) titles will be required to perform work beyond the stated hours of work as needed, in compliance with applicable collective bargaining agreements and laws. ADDITIONAL INFORMATION • Health Benefits, Prescription, and Dental, effective 60 days from hire date. • Vision care partial reimbursement for exams, glasses and/or contacts. • Vacation allotment accrues with years of service. Earned and unused vacation time may carry into the next succeeding year only. • Earn up to 15 sick days per year, which may be carried from year to year on an unlimited basis. • Will receive up to 3 personal days per year (Administrative Leave Days). • Receives 13 paid Holidays per year. • Mandatory enrollment in a fixed Pension Plan. Employee contribution is 7.5% of salary. Vested after 10 years. • May qualify for Telework up to 2 days per week after a period of training and acclimation to the department.
APPLICATION INSTRUCTIONS	

Applicants must submit a Letter of Interest, Resume, transcript(s) if specified above, and three (3) professional references of your current or former supervisors/ managers- please only provide references for those to whom you have reported in the workplace and who have supervised or managed your work. Please provide your references' names, job titles and current contact information, including email addresses. All application documents must be submitted by the Closing Date specified above to the Department of Banking and Insurance's Human Resources Office at Recruitment_Hiring@dob.nj.gov, with your last name and the BIA Posting Number above included in the subject line of your email. Thank you.

The New Jersey Department of Banking & Insurance is an Equal Employment Opportunity Employer.