



# VACANCY ANNOUNCEMENT

**The Department of Health has a career opportunity for qualified candidates for the following position:**

Title <b>Medical Services Assistant [Classified Competitive]</b>			Salary <b>A15 \$43,563.98 - \$61,181.03</b>
Posting Number <b>10-22</b>	Position Number <b>037629</b>	Number of Positions <b>1</b>	Posting Period * From: <b>01/04/2022</b> To: <b>01/18/2022</b>
Location: <b>Trenton Psychiatric Hospital</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>

## GENERAL DESCRIPTION

Under direction of an Assistant Hospital Administrator or other supervisory officer in a state hospital or institution, performs duties which relieve the supervisory officer of administrative details involved in operating a hospital section or unit; does related work as required.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**EXPERIENCE:** Three (3) years of experience involving complex technical, administrative, or related office management functions.

**NOTE:** An Associate's degree in Medical Office Assisting or Medical Office Administration from an accredited college or university may be substituted for two (2) years of the required experience.

**NOTE:** A Certificate of Proficiency in Medical Office Assisting or Medical Office Administration equivalent to two semesters or thirty (30) semester hour credits from an accredited college or university may be substituted for one (1) year of the required experience.

**NOTE:** A Certificate of Proficiency in Medical Office Assisting or Medical Office Administration equivalent to one semester or fifteen (15) semester hour credits from an accredited college or university may be substituted for six (6) months of the required 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.

## IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:  
***PST.TPH@doh.nj.gov***
- Mail the required documents to:  
**Robin Murr, Manager 2, Human Resources  
Trenton Psychiatric Hospital  
Reference Posting #10-22  
New Jersey Department of Health  
PO Box 7500  
West Trenton, NJ 08628-7500**

### Required documents:

- cover letter
- resume
- completed application, found at:  
<http://www.nj.gov/health/forms/dpf-663.pdf>

*\* Responses received after the closing date MAY be considered if the position is not filled.*

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*