



VACANCY ANNOUNCEMENT

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

Title Technical Assistant Personnel [Classified Competitive]			Salary V17 \$47,579.48 - \$67,046.12
Posting Number 47-22	Position Number 635523	Number of Positions 1	Posting Period * From: 02/10/2022 To: 02/24/2022
Location: 55 N. Willow Street, Trenton NJ 08625			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

The Technical Assistant Personnel will provide technical support for the Human Resources office by providing direct responsibility for the oversight of the medical mailbox for all employees in the Department of Health. Responsible for entering and updating the Leaves-medi Track system and checking documentation to ensure accuracy and completion.

This position will be responsible for contacting the employee for required documentation regarding leave request forms, RM2, medical, ADA request and donated leave. Confers with assigned payroll representative to determine leave designation and interact with the Department of Treasury, Department of Health, Occupational Health and Safety unit and the division liaisons to process request for equipment needed.

The Technical Assistant Personnel will review simple correspondences for payroll, leave and personnel matters and ensure letters are typed in a timely manner and revised for accuracy. Will maintain personnel logs and spreadsheets, open, sort and distribute mail on a daily basis for the Human Resources Services.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Completion of sixty (60) semester hour credits from an accredited college or university.

EXPERIENCE: Two (2) years of experience in technical, clerical personnel work involving the application of procedural rules, regulations, policies, and procedures.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to 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.

IMPORTANT FILING INSTRUCTIONS

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

- Forward the required documents electronically to:
PSTHR@doh.nj.gov
- Mail the required documents to:
**Ann Marie Kopczynski, Manager 3, Human Resources
Human Resources Services
Reference Posting #47-22
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360**

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.*