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

**Title**

Secretarial Assistant 3, Non-Steno  
[Classified Competitive]

**Salary**

A15 $41,872.33 - $58,805.29

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<th>Posting Number</th>
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<th>Posting Period *</th>
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<td>108-20</td>
<td>945373</td>
<td>1</td>
<td>From: 03/06/2020 To: 03/20/2020</td>
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**Location:**

Family Health Services/WIC Program  
50 East State Street, 6th Fl.,  
Trenton, NJ 08625-0364

**Scope of Eligibility/Open to:**

Applicants who Meet the Requirements

**GENERAL DESCRIPTION**

This position will be assigned as secretary to the Program Manager of the Nutrition and Breastfeeding Unit. The duties of this position may include but not limited to the following duties: types correspondence, reports and recommendations of a confidential nature. Preparation of agendas for meetings, makes necessary arrangements for travel, hearings, conferences, and meetings. This position will review, sort and route incoming correspondence as well as maintain a schedule of appointments and the daily calendar of the Program Manager and unit staff. This position will also assist with other existing regulatory audit requirements in WIC where there is also insufficient coverage.

**REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)**

**EXPERIENCE:** Three (3) years of experience in secretarial and administrative clerical work.

**NOTE:** Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include, but not be limited to, office procedures, word processing, and business English.

**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 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:  
  PSTFHS@doh.nj.gov
- Mail the required documents to:  
  Donna Wagner, Administrative Assistant 2  
  Family Health Services  
  Reference Posting #108-20  
  New Jersey Department of Health  
  PO Box 364  
  Trenton, NJ 08625-0364

**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.
➢ 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.