



# VACANCY ANNOUNCEMENT

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

Title <b>Administrative Assistant 3 [Classified Competitive]</b>			Salary <b>P18 \$47,810.88 - \$67,426.47</b>
Posting Number <b>281-20</b>	Position Number <b>009469</b>	Number of Positions <b>1</b>	Posting Period * From: <b>11/13/2020</b> To: <b>11/27/2020</b>
Location: <b>Human Resources Services 369 South Warren Street PO Box 360 Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>

## GENERAL DESCRIPTION

Acts as primary assistant to the HRS Director and other supervisory personnel. Maintains liaison with other units in HRS providing support services such as data processing, accounting, purchasing, printing and personnel. Will work with HRS Director to coordinate and set priorities of work received and establish electronic tracking of deadlines and coordination with other units for successful execution of deadlines. Maintains annual updates to all HRS circulars and forms.

Assists in the planning and implementing administrative and technical improvements for the division, including organizational changes of existing work systems and quality improvement initiatives and maintenance. Will assist in the preparation and organization of employee programs such as new hire orientation, charitable campaign, ePARS, database creation and reports, departmental accreditation maintenance, and emerging employee related programs. Will assist in report creation and maintenance of reports utilizing Business Objects XI, Excel and any other database systems. Will maintain a data base to assist in the creation of electronic mailing lists and other forms of correspondence and reports

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree. **EXPERIENCE:** One (1) year of experience in a business or government agency providing administrative support services and/or coordinating work activities.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated above on a year for year basis.

**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:

**Loreta Sepulveda, Director  
Human Resources Services  
Reference Posting #281-202  
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.*

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AUGUST 20