



VACANCY ANNOUNCEMENT

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

Title Technical Assistant 2 [Classified Competitive]			Salary P17 \$48,531.07 - \$68,387.05
Posting Number 309-23	Position Number 953180	Number of Positions 1	Posting Period * From: 09/06/2023 To: 10/06/2023
Location: Public Health Infrastructure, Laboratories and Emergency Preparedness Office of Fiscal Administration 55 Willow St, Trenton, NJ 08625			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Under general direction of the Section Supervisor, the Technical Assistant provides administrative support to the entire Office of Fiscal Administration (OFA). Provides oversight of payments, initiating payment activities, monitoring payment processing to ensure accuracy and resolving payment processing issues. Assists in researching information needed for technical reports, correspondence, and/or program proposals. Contacts public and internal staff to verify information and resolve problem situations and complaints. Maintains a tracking system of vehicle purchasing and other procurement matters. Monitors the use and payment of fuel cards and fuel receipts for payment and reimbursements. Maintains inventory and mileage logs for rental, provides tracking documentations of fleet of rentals. Assists in preparing procurement documents and contracts for funding within various programs. Provides aide in coordinating, gathering, compiling, analyzing, and interpreting data required by the supervisory official. Prepares correspondence designed to convey information concerning the regulations and procedures of the Department. Prepares official documents in accordance with unit procedures and established regulations. Obtains pertinent material from files and/or other source and transpose to usable forms for the review and use of executive official. Maintains a schedule of appointments and daily engagement calendar of the executive official. Prepares meeting agendas and meeting minutes, makes arrangements for travel, meetings, and conferences.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with an Associate's degree.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE: Two (2) years of experience in providing support to functions such as grant/contract compliance monitoring, program monitoring, or fiscal compliance and budgetary assistance and/or providing technical assistance to state and/or local communities or agencies, completing forms or applications, reviewing documents for accuracy and content, resolving complaints, or interpreting rules, regulations, policies, and procedures for the public, and/or others.

NOTE: Applicants who do not possess the required experience may substitute additional education as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

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 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:
PSTPHILEP@doh.nj.gov
- Mail the required documents to:
**Denay Pressley, Executive Assistant 3
Public Health Infrastructure Lab. & Emerg. Prepare
Reference Posting #309-23
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.*
 - **SAME APPLICANTS:** *If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.*