



# NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

*State of New Jersey*

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

Title <b>Administrative Assistant 1 [Classified Competitive]</b>			Salary <b>\$68,806.17- \$97,679.61</b>
Posting Number <b>781-23</b>	Position Number <b>053622</b>	Number of Positions <b>1</b>	Posting Period * From: <b>11/06/2023</b> To: <b>11/20/2023</b>
Location: <b>25 S. Stockton Street 2nd Floor Trenton, New Jersey 08625</b>		Scope of Eligibility/Open to: <b>All Departments/State Employees</b>	
<b>GENERAL DESCRIPTION</b>			
<p>The Division of Behavioral Health Services is looking for an Administrative Assistant 1 to serves as the principal assistant/liaison on all administrative matters. This incumbent will work closely with Executive Assistant (EA) to the Assistant Commissioner on all administrative matters. The incumbent will be responsible for coordinating the administrative activities concerning personnel transactions. This will include preparing and initiating the preparation of documentation for personnel actions, including but not limited to leaves, promotions, reclassifications and other related tasks.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>EXPERIENCE:</b> Three (3) years of experience in a business or government agency providing administrative support services and/or coordinating work activities.</p> <p><b>NOTE:</b> 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.</p> <p><b>LICENSE:</b> 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.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>• Forward the required documents electronically to: <b><i>PSTBHS@doh.nj.gov</i></b></li> <li>• Mail the required documents to: <b>Karen Muzzarelli, Executive Assistant 3 Behavioral Health Services Reference Posting #781-23 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360</b></li> </ul> <div style="float: right; text-align: right;"> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p> </div>			



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## IMPORTANT NOTES

**State as a Model Employer  
of People with Disabilities  
(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](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.

**PHEL Candidates:**

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.

**Direct Client Care:**

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.

**New Jersey  
First Act:**

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.

**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.

**Authorization to Work:**

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. The State of New Jersey does **not** provide sponsorships for citizenships to the United States.

Note: Newly hired employees must agree to a thorough background check that will include fingerprinting.

**The New Jersey Department of Health is an Equal Opportunity Employer.**