



State of New Jersey

# NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

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

Title <b>Executive Secretarial Assistant [Classified Competitive]</b>			Salary <b>W23 \$65,748.43 - \$93,268.09</b>
Posting Number <b>190-24</b>	Position Number <b>095878</b>	Number of Positions <b>1</b>	Posting Period * <b>From: 3/5/2024 To: 3/19/2024</b>
Location: <b>Division of the Office of the Commissioner Office of Legal and Regulatory Compliance 55 North Willow Street, 6th Floor, Trenton, NJ 08618</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>
<b>GENERAL DESCRIPTION</b>			
<p>The Executive Secretarial Assistant will support the Director within the Office of Legal and Regulatory Compliance by completing the day-to-day administrative clerical work.</p> <p>This position will manage email and telephone calls as well as the schedule of appointments of the Director. Will maintain the Director's calendar, ensuring no scheduling conflicts.</p> <p>The Executive Secretarial Assistant will prepare meeting notes, minutes, agendas, and follow through on any tasks and directives that may be generate from meetings. Will prepare and provide meeting agendas and materials to the Director in advanced of meetings.</p> <p>This position will review, sort, screen, and route incoming correspondence, efficiently processing time-sensitive correspondence. Will prepare letters on routine matters. Will proofread and edit letters. Will maintain a mail log as well as confidential correspondences, records, and files.</p> <p>This position will prepare, review, and update operating procedures to determine whether improvements can be made in areas such as workflow, reporting procedures, and/or tracking practices.</p> <p>Furthermore, the Executive Secretarial Assistant will also be responsible for managing transmittals to the Office of Administrative Law as well as other state offices. Will oversee intake and internal distribution of public comments for agency rulemaking. Will provide administrative support for the Health Care Administration Board.</p> <p>This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EXPERIENCE:</b> Six (6) years of experience in secretarial and administrative clerical work.</p> <p>Applicants may substitute a two year college level course in secretarial science for one (1) year of the required 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 the essential duties of the position.</p>			



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## IMPORTANT FILING INSTRUCTIONS

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

- Forward the required documents electronically to:  
***PSTOC@doh.nj.gov***
- Mail the required documents to:  
**Kevin Jennings, Supervising Mgt. Impr. Specialist  
Management and Administration  
Reference Posting #  
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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## 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.**