



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 Administrative Assistant 1 [Classified Competitive]			Salary P24 \$68,806.17 - \$97,679.61
Posting Number 246-24	Position Number 653656	Number of Positions 1	Posting Period * From: 4/8/2024 To: 4/22/2024
Location: Public Health Environmental Laboratory - 3 Schwarzkopf Dr, Ewing, NJ			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Under the direction of the Public Health Environmental Laboratory (PHEL) Division Director and working closely with the Division's Assistant Commissioner's Executive Assistant, acts as principal assistant on administrative matters, by performing and coordinating administrative support services as follows:

Serves as the administrative liaison with the Laboratory Service Directors and Program Managers. Manages administrative practices and office policies and procedures. Handles the processing of personnel actions including but not limited to; exemption requests, disciplinary actions, grievances, separations, promotions, leaves, reclassifications, recruitment and time reporting. Will assist in planning, suggesting, and implementing administrative improvements, organize office operations, reorganizational structure and create organizational charts. Interpret and keep currently informed of new and revised personnel policy statements in the department/division to include regulations, directives, and other communications published by the department personnel office, develop plans and procedures for implementation of such communications. Act to relieve PHEL Director of routine administrative work activities, provide PHEL staff with administrative assistance and information as required. Create, compile and process PHEL budget brief information for PHEL Programs to be reviewed by the PHEL Director for submission in the Department Budget Book. Responsible for the coordination of the collection of data and information in support of Laboratory units, will chart and analyze data by means of preparing and collecting information for the creation of various reports. Required to organize assigned administrative work and develop appropriate work methods. Act as investigator of administrative problems, plan and implement administrative improvement and makes recommendations for solutions as needed. Maintain essential records and files. Ability to communicate effectively (both written & oral), analyze, edit, review, and interpret complex technical material. Foster cooperative working relationships with departmental and external agencies.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Seven (7) years of professional experience in a business or government agency providing administrative support services and/or coordinating work activities.

OR

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.



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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:
PSTLABS@doh.nj.gov
- Mail the required documents to:
Chova Joyner, Executive Assistant 3
Public Health and Environmental Laboratories
Reference Posting #246-24
New Jersey Department of Health
PO Box 361
Trenton, NJ 08625-0361

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 , 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.