



# 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>Secretarial Assistant 2, NS [Classified Competitive]</b>			Salary <b>A17 \$50,229.66 - \$70,780.62</b>
Posting Number <b>260-24</b>	Position Number <b>031184</b>	Number of Positions <b>1</b>	Posting Period * From: <b>4/12/2024</b> To: <b>4/26/2024</b>
Location: <b>Certificate of Need and Licensing 120 So. Stockton St., 3rd Floor PO Box 358 Trenton, NJ 08625</b>		Scope of Eligibility/Open to: <b>All Departments/State Employees</b>	
<b>GENERAL DESCRIPTION</b>			
<p>Under the direction of the Executive Director of the Office of Licensing-Mental Health and Addictions, this candidate will answer/screen telephone calls, and direct calls accordingly. Maintain a schedule of appointments and the daily engagements of the Executive Director's calendar. Maintains confidentiality regarding the information of the operations and correspondence of the Executive Director and professional staff. Answer inquiries as necessary. Prepares statistical reports and other reports as requested. Maintains files, database and websites. Types letters and correspondence of technical and/or confidential nature. Assures all documents are placed in the correct files so they are readily available upon request. Make necessary arrangements for travel, hearings, and speaking engagements.</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></p> <p>Four (4) years of experience in secretarial and administrative clerical work.</p> <p><b>NOTE:</b> Successful completion of a clerical training program with a minimum of 700 classroom training hours or thirty (30) semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.</p> <p><b>LICENSE:</b></p> <p>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>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			



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

- Forward the required documents electronically to:  
***PSTHFEL@doh.nj.gov***
- Mail the required documents to:  
**Christina Montagano, Administrative Assistant 1  
Health Facilities Evaluation and Licensing  
Reference Posting #260-24  
New Jersey Department of Health  
PO Box 358  
Trenton, NJ 08625-0358**

**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.**