



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 3 [Classified Competitive]			Salary P18 \$54,351.06 - \$76,649.82
Posting Number 366-24	Position Number 071115	Number of Positions 1	Posting Period * From: 09/24/2024 To: 10/08/2024
Location: Community Health Services 55 North Willow Street, 5th Floor Trenton, NJ 08625-0355			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

The Administrative Assistant 3 will report to the Service Director for the Community Health and Wellness Unit and will be responsible for learning and performing meeting management and administrative duties as well as improving administrative efficiencies.

This position will coordinate scheduled or impromptu meetings with internal and external parties. This includes, but is not limited to, developing agenda items, ensuring recording of minutes, tracking, and troubleshooting performance regarding deliverables and actions plans, as well as reviewing and preparing meeting documentation. This position will plan, edit, and write correspondence on behalf of the Director and the Community Health and Wellness Unit programs.

The Administrative Assistant 3 will review and evaluate various program applications and submissions to funders to ensure completeness, accuracy, and timeliness. Will identify or establish various internal manual and automated systems for collecting, processing, distributing, and storing related information. This position may assist in preparation of requests for appropriate actions, prepare/process related forms, and initiate follow-up action if necessary.

Additionally, the Administrative Assistant 3 also coordinates the collection of data, and preparation of administrative and informative reports on support of program activities, time and attendance records, leaves, terminations, new employees, transfers, fiscal expenditures, and statistical records of performance data.

Furthermore, this position will work with the DCHS Human Resources Liaison to complete staffing requirements for CHWU. Will work with associated teams to troubleshoot delays or concerns.

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.

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.

Five (5) years of professional experience in a business or government agency providing administrative support services and/or coordinating work activities.

OR



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Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

LICENSE:

Appointee 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:

PSTCHD@doh.nj.gov

- Mail the required documents to:

Tiara Green, Administrative Assistant 1

Community Health Division

Reference Posting #

New Jersey Department of Health

PO Box 355

Trenton, NJ 08625-0355

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.