



# 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 1 (Non-Steno) [Classified Competitive]</b>			Salary <b>A15 \$45,990.49 - \$64,588.90</b>
Posting Number <b>439-24</b>	Position Number <b>953242</b>	Number of Positions <b>1</b>	Posting Period * From: <b>06/24/2024</b> To: <b>07/08/2024</b>
Location: <b>Health Facility Survey &amp; Field Operations 120 S. Stockton St. Trenton, NJ 08625</b>		Scope of Eligibility/Open to: <b>All Departments/State Employees</b>	
<b>GENERAL DESCRIPTION</b>			
<p>Provides secretarial support to the Program Manager and the professional staff of the Long Term Care Complaint Program. Answers incoming telephone calls, provides information and directs calls to appropriate staff. Arranges conference calls and schedules meetings for the unit. Processes incoming mail for the unit. Provides mailings of federal and state reports to facilities. Performs electronic filings of inspection reports. Monitors inventory of supplies for the unit. Types letters, memos, reports. Maintains calendar for the Program Manager. Manage mail. Document processing and records management. Data entry/spread sheet managements. Manage spread sheets.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EXPERIENCE:</b> Three (3) 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> 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>PSTHFEL@doh.nj.gov</i></b></li> <li>• Mail the required documents to: <b>Rebecca Pietromonico, Senior Management Assistant Health Facilities Evaluation and Licensing Reference Posting #439-24 New Jersey Department of Health PO Box 367 Trenton, NJ 08625-0367</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.**