



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 Secretarial Assistant 1 Non-Steno [Classified Competitive]			Salary A15 \$47,600.16 - \$66,849.45
Posting Number 464-24	Position Number 009791	Number of Positions 1	Posting Period * From: 07/22/2024 To: 08/05/2024
Location: Health Facility Survey & Field Operations PO Box 367, 120 S. Stockton St. Trenton, NJ 08625-0367			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Provides secretarial support to the Assisted Living Program Manager and the professional staff of the Assisted Living Program. The selected candidate will be responsible for answering incoming telephone calls, provide information and direct calls to appropriate staff. Arranges conference calls, sets up interviews, prepares meeting agendas, schedule meetings and surveys. Processes incoming mail for the unit. Provides mailings of state inspection reports to facilities. Performs electronic filings of inspection reports which includes uploading documents into Aspen and closing out surveys in ACTS. Monitors inventory of supplies, AL calendar, AL tracker, and storage for the unit. Types correspondence, meeting minutes, and reports. Prepares letters, memos, create and monitor logs and simple excel spreadsheets. Maintains a schedule of appointments and the daily engagement calendar for the Program Manager and does other related duties as required.

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)

EXPERIENCE:

Three (3) years of experience in secretarial and administrative clerical work.

NOTE: 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.

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



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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:
**Rebecca Pietromonico, Senior Management Assistant
Health Facilities Evaluation and Licensing
Reference Posting #464-24
New Jersey Department of Health
PO Box 367
Trenton, NJ 08625-0367**

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.