



State of New Jersey

NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Secretarial Assistant 2 NS [Classified Competitive]			Salary A17 \$51,987.70 - \$73,257.94
Posting Number 527-24	Position Number 097397	Number of Positions 1	Posting Period * From: 08/22/2024 To: 09/05/2024
Location: Public Health Environmental Laboratory - 3 Schwarzkopf Dr, Ewing, NJ			Scope of Eligibility/Open to: Department of Health Employees
GENERAL DESCRIPTION			
<p>Prepare correspondence from written drafts for the review and signature of the Service Director. When appropriate, prepare correspondence on routine issues/subjects. Prepare statistical and other report track budgets, grant applications, etc. as required.</p> <p>Maintain schedules of appointments/teleconferences and the daily engagement calendar of the Service Director; make travel arrangements for speaking engagements, hearings, conferences, and meetings. Create the travel packages for approval. Act to relieve the Service Director of detail by providing information in response to routine inquiries from division personnel, representatives of state, local and other groups, organizations, agencies, and the general public. Obtain pertinent information from files and other sources to put into usable form in response to inquiries.</p> <p>Responsible for following-up on all pending matters with the Service Director's core staff to determine status until completion of assigned tasks, report status to Laboratory Director, verbally or in writing as appropriate. Prepare meeting agendas and related informational packets for distribution to meeting participants and interested parties.</p> <p>Take meeting/conference minutes/notes; transcribe; type and submit for review for distribution to all interested parties. Maintain program files on pending matters, materials for meetings, correspondence, public health emergency/incident files, etc., including a follow-up tickler file.</p> <p>Maintain mailing lists and make necessary revisions/updates; make arrangements for/complete duplication requirements (i.e., rapid duplication/printing). Reviews, sorts and routes incoming correspondence.</p> <p>This position is deemed Red, Weather and Business Essential, which means that in the event of weather- or business-related emergencies this staff member may be required to report to work. This position may need to support the Assistant Commissioners or Deputy Commissioners office when necessary.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>Four (4) years of experience in secretarial and administrative clerical work.</p> <p>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.</p> <p>LICENSE:</p>			



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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.

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 #527-24
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.