



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 2 [Classified Competitive]			Salary A17 \$51,987.70 - \$73,257.94
Posting Number 594-24	Position Number 040360	Number of Positions 1	Posting Period * From: 09/05/2024 To: 09/19/2024
Location: Ancora Psychiatric Hospital 301 Spring Garden Road Ancora, NJ 08037			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Under supervision, provides secretarial, administrative and clerical support to an assigned deputy division director, assistant director, bureau chief, or organizational equivalent who is responsible for the administration of major programs, including administration of a large sub-divisional unit and management of large regional, field, or satellite installations (four or more regional entities), or dean of a State college; takes and transcribes dictation, prepares letters on more complex matters, provides requested information to internal and external customers, maintains the schedule of appointments and the daily engagement calendar of the executive official; performs work that is moderately difficult or complex and broader in scope; learn and utilize various information systems for daily work assignments used by the agency, office, or related units; does other related duties as required.

This position will be located in the Office of Employee Relations, on day shift Monday through Friday.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EXPERIENCE: Four (4) years of experience in taking and transcribing dictation and/or 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 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:
PST.APH@doh.nj.gov
- Mail the required documents to:
**Alexandra Ryan, Personnel Assistant 1
Ancora Psychiatric Hospital**

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>



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Reference Posting #594-24
New Jersey Department of Health
301 Spring Garden Road
Ancora, NJ 08037

** 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.