



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 SENIOR ARCHITECTURAL ASSISTANT [Classified Competitive]			Salary P23 \$68,049.63 - \$96,532.47
Posting Number 622-24	Position Number 951683	Number of Positions 1	Posting Period * From: 09/13/2024 To: 09/27/2024
Location: Certificate of Need and Licensing 120 So. Stockton Street P.O. Box 358, Trenton, NJ 08625			Scope of Eligibility/Open to: Department of Health Employees

GENERAL DESCRIPTION

Under direction of a licensed Architect in a state department, institution, or agency, does the required work in preparing preliminary and detailed architectural designs, plans, and drawing in preparing preliminary and details architectural designs; does related work as required.

Assists in reviewing and processing, within defined time frames established by the Program, various types of architectural plans submitted by proposed or existing health care facilities for compliance with the physical plant requirements contained in the State Licensing Regulations and FGI Guidelines. Assists in reviewing and providing recommendations regarding physical plant waiver requests submitted by proposed or existing health care facilities.

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)

EDUCATION:

Graduation from an accredited college with a Bachelor's degree in Architecture.

NOTE: Possession of a valid license or certificate as a Registered Architect issued by the New Jersey State Board of registered Architects may be substituted for the Bachelor's degree in Architecture.

EXPERIENCE:

Two (2) year of architectural experience in the preparation of architectural plans, details, and specifications.

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



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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:
**Christina Montagano, Administrative Assistant 1
Health Facilities Evaluation and Licensing
Reference Posting #622-24
New Jersey Department of Health
PO Box 358
Trenton, NJ 08625-0358**

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.