



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
Governor  
**Tahesha L. Way**  
Lt. Governor  
**Sarah Adelman**  
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

<b>JOB POSTING #:</b>	209-25	<b>ISSUE DATE:</b>	7/18/2025	<b>CLOSING DATE:</b>	8/1/2025
<b>TITLE:</b>	Secretarial Assistant 2 Non-Stenographic				
<b>LOCATION:</b>	Division of Family Development Office of Program Operations 5 Quakerbridge Plaza Hamilton, NJ 08619	<b>RANGE:</b>	A17		
		<b>SALARY:</b>	\$53,807.27 - \$78,268.07		
		<b>UNIT SCOPE(S):</b>	K500 – Division of Family Development		
		<b>SERV. CLASS:</b>	Competitive		
<b>OPEN TO:</b>	Current NJ State Employees with Underlying Permanent Status				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	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; types correspondence and reports, 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; utilizes various information systems for daily work assignments used by the agency, office, or related units; does other related duties as required.				
<b>SPECIAL NOTE:</b>	This position will support the Assistant Director of the Office of Program Operations responsible for food assistance and cash assistance programs as well as a call center.				
<b>REQUIREMENTS</b>					
<b>EXPERIENCE:</b>	Four (4) years of experience in secretarial and administrative clerical work.				
<b>NOTE:</b>	<p>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>Desirable skillsets/attributes include:</p> <ul style="list-style-type: none"><li>• Experience with video conferencing platforms including Zoom, Teams, WebEx and Google Meet</li><li>• Experience managing complex calendars and scheduling meetings</li><li>• Experience making travel arrangements is a plus</li><li>• Excellent written and verbal communication skills including phone and email etiquette</li><li>• Ability to work independently</li><li>• Critical thinking skills</li><li>• Ability to take initiative</li><li>• Conscientiousness and dependability</li><li>• Organization and attention to detail</li><li>• Ability to adapt to change and to working in a fast-paced environment</li></ul>				
<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 the essential duties of the position.				
<b>IMPORTANT NOTICES</b>					
<b>FOREIGN DEGREES:</b>	Degrees and/or transcripts issued by a college or university outside of the United States <u>must be evaluated</u> by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
<b>RESIDENCY:</b>	In accordance with N.J.S.A. 52:14-7 (NJ PL 70), the "New Jersey First Act", all employees must reside in the State of New Jersey (NJ), unless exempted under the law. If you do not live in NJ, you have (1) year after you begin employment to relocate your residence to NJ.				
<b>DRUG SCREENING:</b>	If you are a candidate for a position with DHS, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing <u>will be at your expense</u> . 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. You will be advised if the position for which you're being considered requires drug testing and how its administered.				
<b>CIVIL SERVICE LISTS:</b>	Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. All appointments will be made utilizing the procedures and guidelines in accordance with N.J.A.C. 4A.				
<b>TELEWORK:</b>	Certain positions may be eligible to participate in the Department's "Telework Program", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.				

<b>EMPLOYEE BENEFITS:</b>	In accordance with the "Pay Transparency Act", the NJ State Benefits Package includes: State Health Benefits Program (medical, dental, prescription drug and vision care); Pension; Deferred Compensation; Public Service Loan Forgiveness (PSLF) participation; Tuition Reimbursement; Flexible and Health Spending Accounts (FSA/HSA); Paid holidays; Paid Leave (vacation days, sick days and administrative leave days); Telework; Alternate Work Week Program; Life Insurance; TaxSave; NJ Well; State Employee Discount Program; Employee Advisory Service (EAS); Please be advised that eligibility for any of the benefits listed may vary pursuant to job duties, operational need, funding, policy, procedures and/or guidelines.
<b>FILING INSTRUCTIONS</b>	
Forward a cover letter, resume, and transcript (if applicable) electronically to: <a href="mailto:dfdhrresumes@dhs.nj.gov">dfdhrresumes@dhs.nj.gov</a> You must include the Job <b>Posting #</b> , and <b>Last Name</b> in the <b>subject line</b> of your email. <b>Example: ( 123-25, Smith )</b>	

**New Jersey Department of Human Services is an Equal Opportunity Employer**