State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Sarah Adelman
Commissioner

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

JOB POSTING NUMBER	216-22	**ISSUE DATE**	05/24/22	**CLOSING DATE**	06/07/22
TITLE	Education Program Assistant 2				
LOCATION	NJ Commission for the Blind and Visually Impaired (Cherry Hill)-Education 2201 Route 38 East Suite 600 Cherry Hill, NJ 08002	**RANGE**	A13		
		SALARY	$39,921.50 - $55,915.85		
		OPEN TO	PUBLIC		

DEFINITION	Under direction of a supervisory official in a state department or agency, in an educational setting, performs responsible clerical duties related to research, reference, statistical, inspection, investigation, fiscal, analytical, and interpretive activities within an assigned area; does other related duties as required.
REQUIREMENTS	
EDUCATION	Completion of 60 semester hour credits of study from an accredited college or university.
EXPERIENCE	Two (2) years of experience in secretarial and/or clerical work.
NOTE	**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.
NOTE FOR FOREIGN DEGREES	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated 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.
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 the essential duties of the position.
IMPORTANT NOTICE	
RESIDENCY	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.
NOTE	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made. ***All State workers are required to be fully vaccinated or submit to weekly COVID testing as of October 18th, 2021.*** ***To comply with that requirement, fully vaccinated staff must provide proof of vaccination status***
DRUG SCREENING	If you are a candidate for a position that involves direct client care in one of the Department of Human Services' hospitals or developmental centers, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your 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. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.
FILING INSTRUCTIONS	
Forward a cover letter and resume electronically to: Cbvi.Postings@dhs.nj.gov You must include the Job Posting # in the subject line of your email.	

New Jersey Department of Human Services is an Equal Opportunity Employer