

## State of New Jersey Department of Human Services

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

DEFINITION assistant commissioner, or organizational equivalent, superintendent or chief administrator of an institution, or vice preside state college; takes and transcribes dictation, prepares letters on complex matters, provides requested information to inter- external customers, maintains a schedule of appointments and the daily engagement calendar of the executive official; ut various information systems for daily work assignments used by the agency, office, or related units; does other related dut required.   EDUCATION n/a   EDUCATION n/a   EXPERIENCE Five (5) 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 experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include be limited to, office procedures, word processing, and business English.   NOTE The examples of work for this tille are for illustrative purposes only. A particular position using this tille may not perform an listed in this job specification. Conversely, all duties performed on the job may not be listed.   NOTE FOR FOREIGN Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation may result in an ineligibility determination.   LICENSE Appointees will be required to posses a driver's license valid in New Jersey, unless exempted under th	JOB POSTING NUMBER		236-22	ISSUE DATE	06/22/2022		7/6/2022	
LOCATION   Other Bit Bit Bit Row Reginal Center Green Brook, NJ 08812   SALARY   \$54,390.80 - \$76,912.67     Under supervision, provides secretarial, administrative and clerical support to an assigned division director, deputy commi assistant commissioner, or organizational equivalent, superintendent or chief administration of an institution, or vice preside State college; takes and transcribes dictation, prepares letters on complex matters, provides requested information to intel external customers, maintains a schedule of appointments and the daily engagement, calendar of the executive official, ut various information systems for daily work assignments used by the agency, office, or related units; does other related dut required.     EDUCATION   n/a     EDUCATION   n/a     EXPERIENCE   Five (5) 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 experience and/or transcriptie siscued 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 service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation service at your expenses. a drond no have a break-in service of more than 7 calenda	TITLE		Secretarial Assistant 3			CLOSING DATE		
LOCATION   275 Greenbrook Toad Green Brook, NJ 08812   SALARY   \$54,390.80 - \$76,912.67     DFEINTON   Defension, NJ 08812   Offens To   Current State Employees     DEFINITION   Additional State College; takes and transcribes dictation, prepares letters on complex matters, provides requested information to inter- external customers, maintains a schedule of appointments and the daily engagement calendar of the executive official; ut various information systems for daily work assignments used by the agency, office, or related units; does other related dut required.     EDUCATION   n/a   REQUIREMENTS     EDUCATION   n/a   REQUIREMENTS     EDUCATION   n/a   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 experience. Curse work news include typing skills, methods, and procedures; other courses may include be limited to, office procedures, word processing, and business English.     NOTE   The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform al listed in this job specification. Conversely, all duties performed on the job may not be listed.     NOTE FOR EDEGREEN   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 submi			275 Greenbrook Road	RANGE	A20			
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Forward a cover letter and resume electronically to: <u>DDD-GRC.Resume@dhs.nj.gov</u> You must include the Job Posting # in the subject line of your email.								

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New Jersey Department of Human Services is an Equal Opportunity Employer