



# 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>	244-25	<b>ISSUE DATE:</b>	8/18/2025	<b>CLOSING DATE:</b>	9/1/2025
<b>TITLE:</b>	Secretarial Assistant 3				
<b>LOCATION:</b>	Green Brook Regional Center 275 Greenbrook Road Green Brook, NJ 08812	<b>RANGE:</b>	A20		
		<b>SALARY:</b>	\$61,510.13 - \$89,809.93		
		<b>UNIT SCOPE:</b>	K452		
		<b>SERV. CLASS:</b>	Competitive		
<b>OPEN TO:</b>	Current NJ State Employees				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	Under supervision, provides secretarial, administrative and clerical support to an assigned division director, deputy commissioner, assistant commissioner, or organizational equivalent, superintendent or chief administrator of an institution, or vice president of a State college; takes and transcribes dictation, prepares letters on complex matters, provides requested information to internal and external customers, maintains a 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>	The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.				
<b>REQUIREMENTS</b>					
<b>REQUIREMENTS:</b>	Five (5) years of experience in taking and transcribing dictation and/or in secretarial and administrative clerical work.				
<b>SPECIAL NOTE:</b>	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.				
<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 it's 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>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; TaxSaver; 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 transcripts electronically to: DDD-GRC.RESUME@dhs.nj.gov <b>You must include the Job <u>Posting #</u>, and <u>Last Name</u> in the subject line of your email. Example: ( 123-25, Smith )</b>					

New Jersey Department of Human Services is an Equal Opportunity Employer