



# 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>	293-24	<b>ISSUE DATE:</b>	6/18/2024	<b>CLOSING DATE:</b>	7/2/2024
<b>TITLE:</b>	Management Assistant				
<b>LOCATION:</b>	Division of Family Development Office of Program Operations 6 Quakerbridge Plaza Hamilton, NJ 08619	<b>RANGE:</b>	P18		
		<b>SALARY:</b>	\$52,513.10 - \$74,057.84		
		<b>UNIT SCOPE:</b>	K500 – Division of Family Development		
<b>OPEN TO:</b>	Current Division Employees with Underlying Permanent Status				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	Under the direction of a manager in a state department, institution or agency, or within a local government jurisdiction, provides a wide range of administrative services in support of a manager(s) within the area of assignment; assists in the coordination of management/administrative activities of an assigned unit or work area; does other related duties.				
<b>SPECIAL NOTE:</b>	Job duties include, but are not limited to, managing calendars for managers including scheduling meetings for managers or the entire unit, scheduling interviews and setting up new employee access to all systems needed. The candidate will also be responsible for leave requests, coordination of assigned activities for staff reporting to managers, assessment of materials for completeness, travel arrangements, meeting minutes, compiling data and reports, making basic recommendations and assisting in developing instructions and trainings.				
<b>REQUIREMENTS</b>					
<b>REQUIREMENTS:</b>	Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.				
	Five (5) years of professional experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures.				
	<b>OR</b>				
	Possession of a Bachelor's degree from an accredited college or university and one (1) year of the above-mentioned professional experience.				
<b>NOTE:</b>	"Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.				
<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>NOTE FOR FOREIGN DEGREES:</b>	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.				
<b>RESIDENCY:</b>	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.				
<b>DRUG SCREENING:</b>	If you are a candidate for a position that involves direct client care with the Department of Human Services, 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.				
<b>NOTE:</b>	<p>* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.</p> <p>* <b>Telework:</b> 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. Details on this, and other benefits, will be made available throughout the interview process.</p> <p>* <b>SAME Applicants:</b> 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: <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a>, email: <a href="mailto:CSC-Same@csc.nj.gov">CSC-Same@csc.nj.gov</a>, or call 609-292-4144, option 3.</p>				
<b>FILING INSTRUCTIONS</b>					
<p>Forward a cover letter and resume electronically to: <a href="mailto:dfdhrresumes@dhs.nj.gov">dfdhrresumes@dhs.nj.gov</a></p> <p>You must include the Job <b>Posting #</b>, and <b>Last Name</b> in the <b>subject line</b> of your email. Example: (123-22, Smith)</p>					

New Jersey Department of Human Services is an Equal Opportunity Employer