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

**JOB POSTING NUMBER** 343-22

**TITLE** Secretarial Assistant 3 Non-Stenographic

**LOCATION** Division of Mental Health and Addiction Services
Fiscal Unit
5 Commerce Way, Hamilton, NJ 08690

**DEFINITION** 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.

**EDUCATION**

**EXPERIENCE** Five (5) years of experience 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 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.

Proficiency with Microsoft Office Suite of applications (Excel, Word, PowerPoint) preferred.

**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 agency, office, or related units; does other related duties as required.

**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.

**REQUIREMENTS**

**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 regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.
* All State workers are required to be fully vaccinated or submit to weekly Covid testing. To comply with this requirement, fully vaccinated staff must provide proof of vaccination status.
* 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.

**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: DHS-HRAdmin.Resumes@dhs.nj.gov

You must include the Job Posting #, and Last Name in the subject line of your email. Example: (123-22, Smith)

New Jersey Department of Human Services is an Equal Opportunity Employer