



State of New Jersey

Department of Human Services

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

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

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|---|---|-------------------|---------------------------|---------------------|--------|
| JOB POSTING NUMBER | 610-21 | ISSUE DATE | 7/21/21 | CLOSING DATE | 8/4/21 |
| TITLE | Secretarial Assistant 1, Non-Stenographic | RANGE | A15 | | |
| LOCATION | Division of Developmental Disabilities Waiting List and Special Projects Unit 222 S. Warren Street Trenton , NJ 08625 | SALARY | \$42,709.78 - \$59,981.41 | | |
| | | OPEN To | Current State employees | | |
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| DEFINITION | Under supervision, provides secretarial, administrative and clerical support to an assigned assistant division director, bureau chief, or organizational equivalent; types correspondence and reports, prepares letters on routine 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. | | | | |
| REQUIREMENTS | | | | | |
| EDUCATION | | | | | |
| EXPERIENCE | Three (3) 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. | | | | |
| 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. | | | | |
| 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: Ddd-co.Resumes@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