



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:

JOB POSTING NUMBER	673-21	ISSUE DATE	9/24/2021	CLOSING DATE	10/15/2021
TITLE	Executive Secretarial Assistant				
LOCATION	Division of Disability Services 11A Quakerbridge Plaza Mercerville, NJ 08619	RANGE	W 23		
		SALARY	\$61,058.29 - \$86,614.87		
		OPEN TO	Current State employees		
DEFINITION	<p>May be assigned to act as secretary to a deputy commissioner who is authorized to act for cabinet officers in their absence; sub-cabinet level executive having responsibility for management of more than one operating division and/or their organizational equivalents; heads of autonomous agencies or commissions, in but not of departments and whose chief executive officer is a gubernatorial appointee; and to a president of a state college; does related work as required.</p> <p>NOTE: 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.</p>				
REQUIREMENTS					
EDUCATION					
EXPERIENCE	<p>Six (6) years of experience in secretarial and administrative clerical work.</p> <p>Applicants may substitute a two (2) year college level course in secretarial science for one (1) year of the required experience.</p>				
NOTE	<p>Job Duties</p> <p>Reviews, sorts and routes incoming correspondence and phone inquiries. Personally prepares letters on routine matters which may or may not be signed or reviewed by the executive officer. Obtains pertinent material from the files and from other sources and puts it into usable form for the review and use of the executive officer. Acts to relieve the officer of detail by providing information to those requesting it including division personnel, the representatives of state, local and other groups, organizations and agencies and to the general public in accordance with established policy. May be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.</p> <p>Other Duties</p> <p>Ability to read and interpret department regulations, programs, standards and procedures.</p> <p>Ability to manage calendars and prepare travel arrangements.</p> <p>Ability to act as confidential secretary to an executive officer and to relieve him/her of office detail.</p> <p>Ability to organize secretarial work, sometimes of a confidential nature, which may entail taking the lead of clerical employees. Ability to use correct English, to spell correctly and to use correct sentence and paragraph structure.</p>				
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: DHS-HRAdmin.Resumes@dhs.nj.gov					
You must include the Job Posting # in the subject line of your email.					

