



New Jersey Department of Military and Veterans Affairs

VACANCY ANNOUNCEMENT

Posting #: 133-23 Repost
(Previous Applicants Need Not Apply)

Posting Period: From 06/07/2024 to 07/05/2024

Title: Secretarial Assistant 2

Salary: (A17) \$50,229.66 - \$70,780.62

Number of Vacancies: 1

Workweek: 35 hour

Work Location: 101 Eggert Crossing Road
Lawrenceville, NJ 08648

Program: Office of Employee Relations

Scope of Eligibility: Open to current NJ Department of Military and Veterans Affairs permanent employees in a competitive title and permanent NJ State employees in a competitive title who meet the requirements listed below.

Job Description: Under supervision, provides secretarial, administrative and clerical support to an assigned deputy division director, assistant director, bureau chief, or organizational equivalent who is responsible for the administration of major programs, including administration of a large sub-divisional unit and management of large regional, field, or satellite installations (four or more regional entities), or dean of a State college; takes and transcribes dictation, prepares letters on more complex matters, provides requested information to internal and external customers, maintains the schedule of appointments and the daily engagement calendar of the executive official; performs work that is moderately difficult or complex and broader in scope; learn and utilize various information systems for daily work assignments used by the agency, office, or related units; does other related duties as required.

Civil Service Commission Requirements

Experience: Four (4) years of experience in taking and transcribing dictation and/or 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.

License: Appointee 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 essential duties of the position.

Residency: Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations.

Note: The State of New Jersey does not provide sponsorship for citizenships to the United States.

Veterans' Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://nj.gov/military/veterans/services/civil-service/preference>

HOW TO APPLY:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS
BY 4:00PM ON THE CLOSING DATE TO:

Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340

E-Mail: CareersCentral@dmava.nj.gov

Fax Number: (609)530-7192

Forms may be obtained from our web site at: <https://www.nj.gov/military/personnel/forms/employment-application.pdf>, the Human Resources Division, or call (609) 530-6723.

New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.