



# NEW JERSEY DEPARTMENT OF THE TREASURY NOTICE OF VACANCY

<b>POSTING #:</b> 2022 - 075 - S	<b>ISSUE DATE:</b> July 27, 2022	<b>CLOSING DATE:</b> August 10, 2022
-------------------------------------	-------------------------------------	---

<b>TITLE:</b> Administrative Assistant 2	<b>OPEN TO:</b> State Wide (all Departments/State Employees)
<b>DIVISION:</b> State Lottery	<b>TITLE CODE:</b> 59904 <b>RANGE:</b> P21
<b>UNIT:</b> Security	<b>WORKWEEK:</b> 3E (35 hours)
<b>LOCATION:</b> 1 Lawrence Park Complex, Lawrenceville, NJ	<b>SALARY RANGE:</b> \$ 58,031.09 - \$82,157.57

## POSITION DESCRIPTION

The New Jersey Department of the Treasury, Division of the State Lottery, is seeking Administrative Assistant 2. Are you looking for something exciting and unique in civil service? The New Jersey Lottery is looking to add a new member to its team. The New Jersey Lottery is the rare public service opportunity that combines the personal benefits of state service with the excitement and pace of the entertainment/gaming industry. This team member will provide administrative and operational support to the Security department's three business units. This includes troubleshooting issues, developing business solutions, and with management approval, implementing the solutions. This team member will also be the Security departments lead on managing the group's policies and ensuring the business units are operating within the policies, along with any regulations and directives of Management. This position will also draft official correspondence, collect data and prepare reports, and maintain essential digital records, files, and databases within the department.

Standard workweek is Monday through Friday. 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. Position offers a comprehensive benefits package including medical, prescription drug and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

## POSITION REQUIREMENTS

**Open to the following:** Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed below. This is not a promotional announcement. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.

**Education:** Graduation from an accredited college or university with a Bachelor's degree.

**Experience:** Two (2) years of experience in a business or government agency providing administrative support services and/or coordinating work activities.

**Note:** Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

### IMPORTANT NOTES

**Veteran's Preference:**

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

**Foreign Degrees:**

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

### INSTRUCTIONS TO APPLY

**If you are qualified, please submit the documents listed below by 5:00 p.m. on August 10, 2022:**

- Cover letter/Letter of interest
- Resume

**Treasury Employment Recruiter**

**Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)**

**(Please list the "2022-075-S - Administrative Assistant 2" in the Subject Line)**

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

**THIS IS NOT A PROMOTIONAL ANNOUNCEMENT**

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by:

*Antoinette Sargent*

Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*