

**NEW JERSEY DEPARTMENT OF STATE  
P.O. BOX 459 TRENTON, NJ 08625**

**NOTICE OF JOB VACANCY**

---

**ISSUE DATE:** September 3, 2021

**CLOSING DATE:** September 20, 2021

**OPEN TO:** Open to State Employees Only

**POSTING #** STA-2021 -028

**DIVISION:** Office of Human Resources

**SALARY:** \$50,990.20 - \$71,997.19

**TITLE:** Personnel Assistant 4

**Location:** 33 W. State St., Trenton N.J.

---

**POSITION DESCRIPTION:** Under the close supervision of a supervisory official in a state department, institution, or agency, assists in the work of the overall personnel program by performing routine personnel work pertinent to one or more major personnel program areas; does other related duties.

**REQUIREMENTS:**

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

**EXPERIENCE:** One (1) year of technical experience in a personnel program of a public or private organization.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester credit hours being equal to one (1) year of experience.

**NOTE:** A Master's degree in Business Administration, Personnel Administration, Public Administration, Management or other related field may be substituted for one (1) year of experience.

**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.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

**AUTHORIZATION TO WORK:** Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

**APPLICANT INFORMATION:** Applicants should submit a cover letter with announcement number STA 2021- 028 in the subject, resume, transcripts (unofficial copies are acceptable) and employment application (employment application can be found here) <https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf> by close of business (5:00 P.M. Eastern Standard Time) to [Employment.Recruiter@sos.nj.gov](mailto:Employment.Recruiter@sos.nj.gov)

The New Jersey Department of State is an Equal Opportunity Employer