

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

---

**ISSUE DATE:** October 27, 2021

**CLOSING DATE:** November 10, 2021

**OPEN TO:** State Employees & General Public

**POSTING #** STA-2021 -032

**DIVISION:** Division of Council of the Arts

**SALARY:** \$55,777.68 - \$78,967.17

**TITLE:** Senior Management Assistant

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

---

**JOB DESCRIPTION:** Reporting to the Director of Operations and Technical Assistance, function as part of the Operations team to help ensure overall agency efficiency, accountability, and effectiveness; Work closely with the agency internal teams to implement streamlined back-end operations and processes related purchasing, contractors, vendors, grants administration, etc.; provide technical assistance for the field in grants management in SAGE, and in accessing ongoing training and networking programs.

**REQUIREMENTS:**

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

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

**EXPERIENCE:** Two (2) years of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures

**SKILLS AND KNOWLEDGE:**

- Comfort and expertise with technology and management systems
- Highly organized with attention to detail and accountability
- Excellent communications skills, both verbal and written
- Ability to work as part of a team and manage simultaneous priorities and deadlines
- Ability to work independently and contribute to the agency mission
- BI-LINGUAL a plus

**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- 032 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) on November 10, 2021 to [Employment.Recruiter@sos.nj.gov](mailto:Employment.Recruiter@sos.nj.gov)

The New Jersey Department of State is an Equal Opportunity Employer