NEW JERSEY DEPARTMENT OF STATE

NOTICE OF JOB VACANCY

POSTING # STA-2023-053	**OPEN TO:** State Employees
ISSUE DATE: October 20, 2023	**CLOSING DATE:** November 17, 2023
TITLE: Senior Management Assistant Range P21 / Title Code 56493	**SALARY:** $58,031.09 - $82,157.57
DIVISION: Council on the Arts	**Location:** Trenton, NJ

DEFINITION: Under the direction of a manager in a state department, institution or agency, or within a local government jurisdiction, provides varied, complex administrative services in support of a manager(s) within the area of assignment; assists in the coordination of management/administrative activities of an assigned unit or work area; does other related duties.

Reporting to the Director of Operations and Technical Assistance at the Council on the Arts, 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, records, grants administration, etc.; provide technical assistance for the field in grants management in SAGE as well as for ongoing public programs; assist with management, sorting, and usage of agency data.

REQUIREMENTS

EDUCATION: Graduation from an accredited college 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.

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 the duties of the position.

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.

SKLILLS AND KNOWLEDGE:

- Comfort and expertise with technology and management systems
  - Experience with State of NJ electronic systems (SAGE or other management systems a plus)
  - High level working knowledge of Microsoft Office and Adobe
  - Demonstrated strength working with numbers and financial documents
- Highly organized with attention to detail and accountability
- Excellent communications skills, both verbal and written
  - Interest in interacting with and providing regular service to the public
  - Interest in working in an office, behind a desk, and providing administrative support
- 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
- Ability to work with diverse groups of people and openness to ongoing learning toward agency goals

IMPORTANT NOTICE

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.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B Letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: https://nj.gov/csc/same/overview/index.shtml , email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

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. The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

FILING INSTRUCTIONS

APPLICANT INFORMATION: Forward a cover letter, resume, unofficial transcripts and employment application electronically to: Employment.Recruiter@sos.nj.gov by 5:00pm on the closing date. You must include the Job Posting #, and Last Name in the subject line of your email. Employment Application can be found here https://www.nj.gov/csc/about/publications/forms/pdf/DPF-663.pdf. Failure to provide all application materials requested may result in your ineligibility.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating its U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

The New Jersey Department of State is an Equal Opportunity Employer