



NEW JERSEY DEPARTMENT OF STATE

NOTICE OF JOB VACANCY

POSTING: #STA-2024-011	OPEN TO: DOS Employees
ISSUE DATE: March 15, 2024	CLOSING DATE: March 29, 2024
TITLE: Executive Assistant 2 Range P26/Title Code 59916	SALARY: \$75,386.19 - \$107,247.18
DIVISION: Elections	Location: Trenton, NJ

DEFINITION: Under direction of a Bureau Chief in a state department or the head of an agency, institution, or college, acts as staff and personal representative responsible for assisting in the execution of a bureau function or the less complex departmental, agency, or institutional functions through the implementation of policy and development, management, and control of plans, programs, and operations by employing accepted modern techniques of management; may assist a higher level Executive Assistant in a large department or agency;

This position will play an important supporting role as a voter engagement and civic engagement program is developed and rolled out by the Secretary of State's Office and the Division of Elections. Would manage and promote public understanding of the division's programs and prepare and implement public awareness programs about voting and how voters can get involved in their communities. Will be a trusted source of information and provide accurate and up to date information regarding New Jersey's elections aimed at clarifying the changing voter experience as the state emerges from COVID and overcoming any misinformation and disinformation. Provide guidance and information to community groups and organizations to promote voting and civic engagement. Work with trusted voices in communities to organize a new statewide coalition consisting of a cross section of participants including community groups, civic organizations, non-profits, business organizations, labor, the faith community and others, to promote and support voter and civic engagement. Assist with vendor contract review, development and administration; Responsible for logs and maintaining tracking system for all new Open Public Record Act Requests (OPRA) requests. Assists in researching and responding to Open Public Record Act Requests. Coordinates the compiling of information from various sources and presents the information in an organized, efficient manner; Provides guidance as to the nature and substance of the various statutes and regulations covering the responsibilities of the department, and would assist staff in preparation of reports, guidance's, and recommendations on the impact of proposed or existing legislation; Assist with analyzing the impact of legislation in the Office of the Secretary of State, NJ Department of State and the implementation of newly enacted laws; Performs confidential legislative and policy research related to the department's programs and/or litigation; does related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

REQUIREMENTS

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Seven (7) years of professional experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting, or in assisting an executive with program development and implementation.

OR

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

OR

Possession of a master's degree in Public Administration, Business Administration, Management, or other closely related field; and two (2) years of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

NOTE: Advance knowledge of the statewide voter registration system including system functionality, reporting, requirements and data review preferred.

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.

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