



# State of New Jersey

PHILIP D. MURPHY  
*Governor*

TAHESHA L. WAY  
*Lt. Governor*

DEPARTMENT OF THE TREASURY  
DIVISION OF ADMINISTRATION  
OFFICE OF HUMAN RESOURCES  
P. O. Box 210  
TRENTON, NEW JERSEY 08625-0210

ELIZABETH MAHER MUOIO  
*State Treasurer*

## NOTICE OF VACANCY

An opportunity currently exists in the unclassified service with the New Jersey Maternal and Infant Health Innovation Authority, for applicants who meet the requirements below:

**POSTING #** 2024-091-P

**OPEN TO:** General Public

**ISSUE DATE:** July 29, 2024

**CLOSING DATE:** August 12, 2024

**FUNCTIONAL TITLE:** Administrative Assistant

**CIVIL SERVICE TITLE:** Government Representative 3

**SALARY:** \$44,400 - \$56,100

**LOCATION:** 225 East State Street, Trenton, NJ 08625

**OVERVIEW:** In July 2023, Governor Murphy signed S3864, also known as the “New Jersey Maternal and Infant Health Innovation Center Act”, which created the New Jersey Maternal and Infant Health Innovation Authority (MIHIA), the first of its kind in the nation. MIHIA is tasked with overseeing the New Jersey Maternal and Infant Health Innovation Center (MIHIC) based in Trenton and will be the government entity that continues the vital work of Nurture NJ for years to come. Nurture NJ is the statewide program that was launched by First Lady Tammy Murphy in 2019 to reduce the maternal and infant mortality epidemic in New Jersey and ensure equitable care among women and children of all races and ethnicities.

MIHIA officially launched March 27, 2024. MIHIA will lead the State’s efforts to coordinate, promote, and implement education, policymaking, research, innovation, and perinatal workforce development, among other things, with a particular focus on eliminating racial disparities in maternal and infant health outcomes.

**JOB SUMMARY:** This position reports to Senior Executive Assistant and will perform a variety of clerical, administrative, and other support functions.

This position may be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. To participate, you will be required to have high-speed home internet access and a manager's approval. This program does not supersede the "New Jersey First Act", which requires newly hired MIHIA employees to establish and then maintain, principal residence in the State of New Jersey. The 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.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Reviews inquiries and responds with the necessary technical information and assistance in a prompt manner.
- Answers the telephone and takes messages accurately.
- Arranges/setup conference/video calls
- Maintains mailing lists.
- Addresses, stamps, and mails department correspondence

- Writes and distributes email, correspondence memos, letters and forms
- Operates and maintains office equipment
- Assists in the coordination of services such as maintenance, repairs, supplies, and mail.
- Assists in clerical work, internal reporting systems, forms, space, and office equipment.
- Acts as part of the administrative support team, led by the Senior Executive Assistant, to ensure coverage in the office at all times in all locations, including vacations, sick days, work from home days, etc.
- Assists in the execution of plans for meetings and conferences and prepares reports thereon.
- Prepares routine correspondence.
- May assist in updating and maintaining tracking system and/or database.
- Maintains records and files (electronic/physical)
- Provides general support to visitors
- Performs other duties and special projects, as assigned.
- Participates in data gathering activities and other assignments involving the research and collection of information.
- Data entry
- Assists in locating and compiling data for reports.
- May assist in preparation of requests for appropriate actions, prepare/process related forms, and initiate follow-up action if necessary.
- Must complete annual and semiannual self-assessment as required.
- Performs other duties and special projects, as assigned.

#### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- High School degree
- Additional qualification as an Administrative Assistant or Secretary preferred
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and other machines
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel); scheduling appointments/updating calendars is a must.
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Strong organizational skills with the ability to multi-task
- Ability to communicate effectively both verbally and in writing; proficient in grammar, spelling, and editing; and foster communications with business professionals and staff
- Ability to prioritize workload, must be highly organized, detail-oriented, handle various tasks simultaneously, and work independently within limited time constraints with little or no supervision
- Demonstrates respectful behavior and promotes teamwork and communication to encourage an interactive, cooperative, collaborative, and customer-focused work environment among division, staff, and external customers.

#### **IMPORTANT NOTES:**

- **UNCLASSIFIED APPOINTMENT:** Your employment at MIHIA is voluntary and subject to termination by you or MIHIA at will, with or without cause, or with or without notice, at any time. Nothing in this job description shall be interpreted to conflict, eliminate, or modify the employment-at-will status of MIHIA employees.
- **SAME APPLICANTS:** Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date. For more information, visit <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or call CSC at (609) 292-4144, option 3.
- **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, 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, OPT, or H1B visas are not eligible for employment.

- **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.

**INSTRUCTIONS TO APPLY**

Submissions must be received timely to the email address listed below 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.

**If you are qualified, please submit the documents listed below by 5:00 p.m. on August 12, 2024:**

- Cover letter/Letter of interest
- Resume

**Treasury Employment Recruiter**

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

(Please list the "2024 - 091-P - Administrative Assistant" in the Subject Line)

**THIS POSTING IS AUTHORIZED BY:**

*Antoinette Sargent (nr)*  
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**Antoinette Sargent, Human Resource Officer**