



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2025 - 126 - S	<b>ISSUE DATE:</b> December 30, 2025	<b>CLOSING DATE:</b> January 13, 2026
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<b>TITLE:</b> Administrative Assistant 2	<b>OPEN TO:</b> State Wide (all Departments/State Employees)
<b>DIVISION:</b> Revenue and Enterprise Services	<b>TITLE CODE:</b> 59904 <b>RANGE:</b> P21
<b>UNIT:</b> Front End Processing	<b>WORKWEEK:</b> 3E (35 hours)
<b>LOCATION:</b> 200 Woolverton Street, Trenton, NJ	<b>SALARY RANGE:</b> \$64,340.11 - \$94,061.71

### JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Revenue and Enterprise Services is seeking an Administrative Assistant 2 to work closely with the Assistant Division Director as a principal assistant on administrative matters with the responsibility for coordinating office operations, fiscal activities, and personnel functions. The incumbent will assist in the preparation, implementation, and monitoring of the annual budget, ensuring expenditures align with approved allocations and established procedures. Will serve as a liaison with internal units to coordinate support services such as accounting, purchasing, data processing, facilities, and mail. In collaboration with the department personnel office will initiate and track personnel actions including separations, promotions, leaves, transfers, reclassifications, recruitment, and training and also ensure implementation of new or revised personnel policies and directives.

The selected candidate will oversee data collection, recordkeeping, and the preparation of administrative, fiscal, and statistical reports supporting program operations, time and attendance, and performance tracking. Plans and supports meetings, prepares routine correspondence, investigates administrative issues, and assists with workflow, systems, and organizational improvements. May be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units; performs other related duties as required.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.



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### POSITION REQUIREMENTS

**Education & Experience:**

Possession of a bachelor's degree from an accredited college or university; and two (2) years of the below mentioned professional experience.

-OR-

Six (6) years of professional experience in a business or government agency providing administrative support services and/or coordinating work activities.

**Note:**

Applicants must meet one of the above or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant 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 judgement and make accurate and informed decisions.

### IMPORTANT NOTES

**Open to the following:**

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.



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### GENERAL INFORMATION

**Vacancy Notice:**

This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.

**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 and must be included in your application submission by the closing date.

**NJ SAME Program:**

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or visit <https://nj.gov/csc/same/overview/index.shtml>.

**NJ Veteran's Preference:**

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

### 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 January 13, 2026:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)

**Treasury Employment Recruiter**

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

(Please list the "2025- 126 - S Administrative Assistant 2" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

*Antoinette Sargent (nr)*

Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*