



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2023 - 067 - S	<b>ISSUE DATE:</b> May 17, 2023	<b>CLOSING DATE:</b> May 31, 2023
-------------------------------------	------------------------------------	--------------------------------------

<b>TITLE:</b> Secretarial Assistant 2, NS	<b>OPEN TO:</b> State Wide (all Departments/State Employees)	
<b>DIVISION:</b> Office of Administrative Law	<b>TITLE CODE:</b> 24532C	<b>RANGE:</b> A 17
<b>UNIT:</b> Judicial Support and Standards and Procedures	<b>WORKWEEK:</b> 35 Hours	
<b>LOCATION:</b> Quakerbridge Plaza, Bldg. 9, Trenton, NJ 08625	<b>SALARY RANGE:</b> \$48,531.07 - \$68,387.05	

### JOB DESCRIPTION

The New Jersey Office of Administrative Law, Judicial Support and Standards and Procedures Unit is seeking a Secretarial Assistant 2, NS. The successful candidate will provide general secretarial services for an Assistant Director and a Managing Staff Attorney, including typing and proofreading orders, correspondence, rule proposal and adoptions, correspondence, reports and memos; appropriately handling mail, emails, photocopying, and faxing. The Secretarial Assistant within this unit will be required to independently process and review extensions in accordance with checklist within 24 to 48 days of receipt, unless unavailable; maintain computerized log of extension; update agency head list. Input extension data within one day of receipt of extension; contact agencies and ALJs corrected orders as directed; issue cover letters and/or emails in accordance with established procedures. Assists in preparing judicial evaluation questionnaires including: sampling, obtaining service lists, typing cover letters & questionnaires, mailing questionnaires, and maintaining necessary questionnaire records. Send out questionnaires for initial decisions and settlements monthly; keep questionnaire records current. Prepares charts and reports for ALJ annual dispositions. Ensures that all Initial and Final Decisions are placed into OAL's case management system, Practice Manager. Assists the Managing Staff Attorney with training documents related the ALJs. Assist management in establishing a schedule when onboarding newly appointed ALJs. Complete other related duties as required.

The standard workweek is Monday through Friday. 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. 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.

### POSITION REQUIREMENTS

**Open to the following:** Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed below. This is not a promotional announcement. 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.

**Experience:** Four (4) years of experience in secretarial and administrative clerical work.

**Note:** Successful completion of a clerical training program with a minimum of 700 classroom training hours or thirty (30) semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

### IMPORTANT NOTES

**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 indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

**Veteran's Preference:**

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

**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.

**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, please 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, or H1B visas are not eligible for employment at this time.

### INSTRUCTIONS TO APPLY

**If you are qualified, please submit the documents listed below by 5:00 p.m. on May 31, 2023:**

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

**Treasury Employment Recruiter**

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

**(Please list the "2023- 067 - S Secretarial Assistant 2, NS" in the Subject Line)**

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

**THIS IS NOT A PROMOTIONAL ANNOUNCEMENT**

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by: Antoinette Sargent  
Antoinette Sargent, Human Resource Officer

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