

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0130 **ISSUE DATE:** December 17, 2014

TITLE: Secretarial Assistant 2, Non-Stenographic **CLOSING DATE:** December 31, 2014

DIVISION/UNIT: Division of Local Government Services

LOCATION: 101 South Broad Street **SALARY RANGE:** A17: \$43,094.21 - \$60,725.57
Trenton, New Jersey 08625

POSITION(S): 1 **DISTRIBUTION:** DEPARTMENT

DESCRIPTION OF MAJOR DUTIES:

Organizes assigned secretarial and administrative clerical work and develops effective work methods. Types and/or supervises the typing of difficult and complex correspondence, reports, and recommendations of a confidential nature. When required, assigns and instructs employees engaged in filing and other clerical duties and supervises the performance of their work. Reviews, sorts, and routes incoming correspondence. Personally prepares letters on routine matters which may or may not be signed or reviewed by the executive officer. Obtains pertinent material from the files and from other sources and puts it into usable form for the review and use of the executive officer. Acts to relieve the officer of detail by providing information to those requesting it, including division personnel, the representatives of state, local, and other groups, organizations, and agencies, and to the general public in accordance with established policy. Maintains a schedule of appointments and the daily engagement calendar of the executive. Prepares agenda of meetings and types and/or supervises the typing of minutes of meetings from notes or recording equipment. Prepares statistical and other reports.

REQUIREMENTS:

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 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.

LICENSE:

Appointees 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 essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0130
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be e-mailed to: resume1@dca.state.nj.us

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer