

### JOB VACANCY POSTING

<b>POSTING #:</b>	088-14	<b>ISSUE DATE:</b>	July 14, 2014
<b>TITLE:</b>	<b>SECRETARIAL ASSISTANT 2, NON-STENO</b>	<b>CLOSING DATE:</b>	July 28, 2014
<b>LOCATION:</b>	Department of Children and Families (DCF) Child and Family Health Unit Office of Clinical Services 50 East State Street Trenton, NJ 08625		
<b>POSITIONS:</b>	1	<b>RANGE:</b>	A 17
<b>DISTRIBUTION:</b>	STATE WIDE	<b>SALARY:</b>	\$43,094.21 - \$60,725.57

**SCOPE OF ELIGIBILITY:** Open to employees who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

This position reports to the Director of the Office of Clinical Services. This office provides support, guidance, and leadership on child health issues across DCF's Divisions. Responsibilities of the Office of Clinical Services include:

- Management of the \$35 million contract with University of Medicine and Dentistry of New Jersey (UMDNJ) to provide nurses in 47 DCF Local Offices.
- Achieving the health care priorities articulated in DCF's 2007 Coordinated Health Care Plan for Children in Out-of-Home Placement, and those outlined in New Jersey's Modified Settlement Agreement (MSA).
- Overall coordination of the Department's substance abuse treatment services and development of new resources.
- Management of the DCF Advisory Group on Child Abuse and Neglect Mental Health Evaluation and Treatment.
- Continued development and implementation of a DCF-wide psychotropic medication policy.
- Management of DCF's Psychotropic Medication Policy Advisory Group made up of internal and external stakeholders, to ensure the policy reflects current science.

**DEFINITION:** May be assigned as a secretary to deputy division directors, assistant directors, bureau chiefs or their organizational equivalents, having responsibility for the administration of major programs which include administration of a large sub-divisional unit, and management of large regional, field, or satellite installations (four or more regional entities), or Deans of state colleges; does related work as required.

#### 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.

**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.

**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.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY PROMOTIONS ARE MADE.

#### Electronic Filing:

Forward a cover letter and resume electronically to:

[Jennifer.Dowd@dcf.state.nj.us](mailto:Jennifer.Dowd@dcf.state.nj.us)

Include the Job Posting # in the subject line of your email.

#### Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

**Andrea Maxwell, Manager 1 Human Resources**  
**Department of Children and Families**  
**Office of Human Resources**  
**P.O. Box 717**  
**Trenton, NJ 08625**