



**Department of Human Services**

**OFFICE OF THE ASSISTANT COMMISSIONER FOR**

**HUMAN RESOURCES**

**PO Box 700**

**Trenton, NJ 08625-0700**

**CHRIS CHRISTIE Elizabeth connolly**

**Governor Acting Commissioner**

**KIM GUADAGNO Christina Mongon Lt. Governor Assistant Commissioner**

**Human Resources**

**OPEN TO: Permanent State employees *working in NJ Department of Human Services* as a promotional or lateral opportunity, *pending the rescission of applicable promotional and hiring restrictions.***

**DEPARTMENT-WIDE DISTRIBUTION**

**JOB OPPORTUNITY #209-15**

**DATE: August 26, 2015**

**TITLE**: Secretarial Assistant 1

**SALARY**: $49,263.43 - $69,662.11

**LOCATION**: Division of Mental Health and Addiction Services

Office of Planning, Research, Evaluation and Prevention

222 South Warren Street P.O. Box 700

Trenton, NJ 08625

**POSITION INFORMATION**

**DEFINITION**: May be assigned as a secretary to deputy commissioners, assistant commissioners or division directors or their organizational equivalents, superintendents or chief administrators of institutions, or vice presidents of state colleges; does other related duties as required.

**EXPERIENCE**: Five (5) years of experience in the taking and transcribing of dictation and/or 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 required experience. 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 essential duties of the position.

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

**RESUME SUBMITTAL**

Interested candidates possessing the requirements listed, should forward resumes with the job opportunity # as indicated below:

**SUBMIT TO**: Division of Mental Health and Addiction Services

Human Resources Recruitment Unit

P.O. Box 700

Trenton, NJ 08625-0700

Phone: (609) 777-0651

EMAIL: [mhsresume@dhs.state.nj.us](mailto:mhsresume@dhs.state.nj.us) - Please indicate job opportunity number in the subject line.

**RESPOND BY**: September 8, 2015

**DHS-CO REVIEW**: DAB 08/26/15

***IMPORTANT NOTICES***

***(1) RESIDENCY*** *-* ***Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are “grandfathered.” New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption.  Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.***

***(2) DRUG SCREENING*** *- I****f you are a candidate for a position that involves direct client care in one of the Department of Human Services’ hospitals or developmental centers, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you’re being considered requires drug testing and how to proceed with the testing.***