



NEW JERSEY DEPARTMENT OF AGRICULTURE
200 RIVERVIEW PLAZA
P.O. BOX 330
TRENTON, NJ 08625-0862



NOTICE OF JOB VACANCY

TITLE: Confidential Assistant (Unclassified)	ANNOUNCEMENT #: 30-29	ISSUE DATE: 6/4/2026 CLOSING DATE: 6/21/2026
SALARY: \$135,000.00	<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE ONLY <input checked="" type="checkbox"/> GENERAL PUBLIC	
LOCATION: Office of the Secretary, 200 Riverview Plaza, Trenton, NJ 08625		

JOB DESCRIPTION

Under the direction of the Deputy Assistant Secretary/Chief Operating Officer (DAS/COO) in the Office of the Secretary, provide comprehensive executive-level administrative support to the DAS/COO; offer technical advice on human resources matters; develop, recommend, and implement guidelines and processes related to staffing, resource allocation, and personnel management; coordinate with Department HR representatives on hiring actions, promotions, disciplinary actions, and other personnel matters; keep the COO informed of significant activities across the Department; support senior leadership meeting coordination, briefings, and high-level correspondence; serve as a central coordination point for operations-related activities across the agency, ensuring timely information flow, follow-up, and alignment with strategic priorities; manage development, maintenance, and execution of the Department's Continuity of Operations Plan (COOP); act as the principal liaison between Department COOP Program Managers and Department leadership; assist with oversight of Project Portfolios and operational risk reporting; draft, review, and edit official communications, briefing materials, decision memos, and presentations for both internal and external audiences; plan, organize, and prepare materials for executive meetings, interagency working groups, and leadership engagements; manage agendas, minutes, and action-item tracking; monitor organizational priorities and deadlines to ensure effective workflow management for the DAS/COO; conduct research, compile information, and prepare analytical summaries to support executive decision-making; coordinate with senior leaders, program offices, and external partners to resolve issues and maintain alignment with the DAS/COO's strategic goals; maintain strict confidentiality of sensitive personnel, operational, and policy information; support budget tracking, procurement coordination, and other administrative processes as needed; maintain organizational charts; assist in the coordination and administration of Performance Assessment Reviews (PARs), ensuring adherence to Civil Service Commission (CSC) policies and timelines; provide guidance to management on employee performance and development; support eLearning and training-related processes; conduct special confidential projects and assignments at the direction of the DAS/COO; screen and prioritize calls, emails, and inquiries; assist with project tracking, task management, and follow-up actions; serve as a liaison between the DAS/COO and internal and external stakeholders; coordinate appointments, travel, and related logistics as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Master's degree and/or a Project Management Professional (PMP).

EXPERIENCE: Two (2) to Four (4) years of experience supporting an executive head of a state or private agency. Candidate must have the ability to manage highly confidential information with professionalism and discretion; excellent organizational skills and strong attention to detail; ability to work independently, prioritize competing demands, and meet deadlines; strong interpersonal skills and customer service mindset; demonstrated ability to handle sensitive personnel, financial, and operational information; working knowledge of Civil Service Commission (CSC) procedures, policies, and rules.

FOREIGN DEGREES: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. This evaluation must be included with your submission and failure to submit the required evaluation may result in an ineligibility determination.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

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.

AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services regulations.

NOTE: The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

IMPORTANT NOTICE

Effective September 1, 2011, 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 an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

ELECTRONIC FILING INSTRUCTIONS

Interested candidates must email a cover letter, including the announcement number, resume and transcripts by the closing date of this Notice of Job Vacancy to njdajobs@ag.nj.gov.

SAME PROGRAM INFORMATION

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted to njdajobs@ag.nj.gov along with your resume, cover letter, announcement number, and transcript (if position has a degree requirement) by the closing date indicated above. For more information on the SAME Program visit their website at: <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

BENEFIT(S)*

**Pursuant to the State/Department's policy, procedures and/or guidelines.*

Statewide benefits include:

Deferred Compensation	Paid Time Off
Health and Life Insurance	State Holidays
Flexible and Health Savings Accounts (FSA) (HSA)	Up to \$250 in rewards for Wellness Program
Alternate Work Week available for some positions	Telework available for some positions

New Jersey Department of Agriculture is an Equal Employment Opportunity Employer