



Senior Management Assistant
New Jersey Office of the State Comptroller
Unclassified Senior Management Assistant
Salary Range: P21 - \$64,340.11-\$94,061.71
Eligible for remote work 2 days per week
Opening Date: May 26, 2026 | Closing Date: June 26, 2026
Posting # 24-26

About OSC:

The Office of the State Comptroller (OSC) is an independent state agency created to bring greater efficiency and transparency to all levels of New Jersey government. Our mission is to make the government in New Jersey more efficient, transparent, and accountable. Our office audits and investigates, municipalities, school districts, counties, state colleges and universities, independent state authorities, and state agencies. We also oversee government expenditures, review public contracts, evaluate local and state programs, and oversee the integrity of New Jersey's Medicaid program. We detect and uncover fraud, waste, and abuse and share our findings through public reports.

About the Role:

The OSC seeks a professional, motivated Management Assistant to support senior staff in our dynamic, mission-driven office. This individual will be responsible for ensuring smooth daily operations while maintaining the confidentiality and professionalism essential to our oversight work. The role will provide secretarial, administrative, and clerical support in a fast-paced environment where attention to detail and discretion are paramount.

Responsibilities:

- Maintains calendar and schedules appointments for senior staff.
- Provides secretarial, administrative, and clerical support.
- Creates and maintains confidential reports, templates, records, internal tracking databases, spreadsheets, and files.
- Reviews and prepares routine correspondence.
- Provides customer service to internal and external parties in a professional manner.
- Answers OSC telephones and hotline in a professional and courteous manner and provides excellent customer service.
- Assists in the coordination of office operations.
- Expedites and coordinates services such as maintenance, repairs, supplies, and mail.
- Monitors office supplies.
- Assists with the compilation of information for various projects.
- Other related duties.

Requirements:

- Applicants must meet one of the following or a combination of both experience and education:
 - Six (6) years of professional experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rule, regulations, policies and procedures.

OR

- Possession of a bachelor's degree from an accredited college or university.
- Two (2) years of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

The ideal candidate will have the following skills and experience:

- Ability to handle multiple tasks in an organized fashion.
- Excellent verbal and written communication skills.
- Highly adaptable, flexible, and able to collaborate with all levels of staff.
- Strong attention to detail.

Interested candidates should submit a cover letter, resume, and three references to:

Office of the State Comptroller
P.O. Box 024 Trenton, NJ 08625
Email: careers@osc.nj.gov

NOTE: In accordance with N.J.S.A. 52:15C-5, OSC employees and personnel shall be deemed confidential employees and shall serve in the unclassified service of the Civil Service.

Residency Requirements - 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 Office of the State Comptroller is proud to be an equal opportunity employer. We are committed to providing a work environment that supports, inspires, and respects all individuals and in which personnel processes are based on merit, performance, and business needs. We do not discriminate on the basis of race, religion, color, national or ethnic origin, gender, sexual orientation, gender identity, gender expression, familial status, citizenship, age, or status as an individual with a disability. We believe that diversity and inclusion among our staff is critical to our success. We seek to recruit, develop and retain the most talented people from a diverse candidate pool and encourage applicants from all backgrounds and experiences to apply.

SAME Applicants: If you are applying under the "NJ SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume. For more information on the SAME Program visit their website at <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.