



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS

**POSTING NUMBER:** HR19-0082

**ISSUE DATE:** September 5, 2019

**TITLE:** Secretarial Assistant 1, Non-Stenographic

**CLOSING DATE:** September 19, 2019

**DIVISION / OFFICE /UNIT:** Office of the Commissioner, Chief of Staff's Office

**SALARY RANGE:** A20: \$51,253.67 - \$72,476.48

**LOCATION:** DCA Building, 101 South Broad Street, 8<sup>TH</sup> Floor, Trenton, New Jersey

**NUMBER OF POSITIONS:** 1

- OPEN TO:**
- Department-Wide (Department of Community Affairs Employees ONLY)
  - All Departments/Agencies (State Employees with permanent status ONLY)
  - General Public and/or State Employees

**DESCRIPTION OF MAJOR DUTIES:**

This position is assigned as a secretary to the Chief of Staff. Maintains daily calendar's, coordinates engagements, travel arrangements, hearings, conferences and meetings, as required. Types a variety of material including memos, letters, agenda and reports. Greets visitors and directs them accordingly. Answers and screens telephone calls and routes as appropriate.

**REQUIREMENTS**

*(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)*

**EXPERIENCE:**

Five (5) 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.

- A promotable eligible exists within the unit scope.
- A promotional list exists within the unit scope.
- An open competitive list exists.

**Please submit a resume including any required documents (degree, licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:**

New Jersey Department of Community Affairs  
Office of Human Resources  
**HR19-0082**  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov)

*Interviews will be granted based on resume*

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

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