



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy
Governor

Sheila Y. Oliver
Lt. Governor

Christine Norbut Beyer, MSW
Commissioner

JOB VACANCY POSTING

POSTING #:	043-23	ISSUE DATE:	January 25, 2023
TITLE:	SECRETARIAL ASSISTANT 1 NON-STENOGRAPHIC OR SECRETARIAL ASSISTANT 2 NON-STENOGRAPHIC	CLOSING DATE:	February 8, 2023
LOCATION:	Department of Children and Families Office of Applied Research and Evaluation 50 East State Street Trenton, NJ 08625		
POSITIONS:	1	RANGE:	A15 - Secretarial Assistant 1 Non-Stenographic A17 – Secretarial Assistant 2 Non-Stenographic
DISTRIBUTION:	STATE-WIDE	SALARY:	A15 - \$44,435.26- \$62,404.66 A17 - \$48,531.07 - \$68,387.05

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.

SPECIAL NOTE: This position may be eligible to work remotely for up to two days in a calendar week.

SECRETARIAL ASSISTANT 1, NON-STENOGRAPHIC

DEFINITION: Under supervision, provides secretarial, administrative and clerical support to an assigned assistant division director, bureau chief, or organizational equivalent; types correspondence and reports, prepares letters on routine matters, provides requested information to internal and external customers, maintains a schedule of appointments and the daily engagement calendar of the executive official; utilizes various information systems for daily work assignments used by the agency, office, or related units; does other related duties as required..

REQUIREMENTS:

EXPERIENCE: Three (3) years of experience in secretarial and administrative clerical work.

SECRETARIAL ASSISTANT 2, NON-STENOGRAPHIC

DEFINITION: Under supervision, provides secretarial, administrative and clerical support to an assigned deputy division director, assistant director, bureau chief, or organizational equivalent who is responsible for the administration of major programs, including administration of a large sub-divisional unit and management of large regional, field, or satellite installations (four or more regional entities), or dean of a State college; types correspondence and reports, prepares letters on more complex matters, provides requested information to internal and external customers, maintains the schedule of appointments and the daily engagement calendar of the executive official; utilizes various information systems for daily work assignments used by the agency, office, or related units; does other related duties as required.

REQUIREMENTS:

EXPERIENCE: Four (4) years of experience in secretarial and administrative clerical work.

THE BELOW SECTION APPLIES TO BOTH TITLES

SPECIAL NOTE: The Office of Applied Research and Evaluation is a fast-paced office with over a dozen staff members. We are seeking a candidate with strong communication skills and an ability to multi-task with ease.

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.

RESUME NOTE: Eligibility determinations will be based upon information presented on the resume only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one’s transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.

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

IMPORTANT NOTICE

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.

Electronic Filing:

Forward a cover letter and resume as a **single PDF document**, saving the file by your **Last Name, First Name** to:

Job.Posting@dcf.nj.gov

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