



Department of Military Affairs

X Appointment Opportunity ___ Promotional Opportunity

The New Jersey Department of Military Affairs invites you to apply for the following position:

JOB POSTING #	016-26	ISSUE DATE:	02/05/2026	CLOSING DATE:	02/26/2026
TITLE:	Confidential Assistant			WORK WEEK:	NL
LOCATION:	Office of The Adjutant General 101 Eggerts Crossing Road Lawrenceville, New Jersey 08648	RANGE:	X98	SALARY:	\$70,000.00- \$95,000.00
		CLASS OF SERVICE:	Unclassified		
		UNIT SCOPE:	E110		
		WORK SCHEDULE:	Mon- Fri 8:00am - 4:30pm; Schedule Days Off week: Mon – Thur 8:00am - 4:00pm		
THIS POSTING IS <u>ONLY</u> OPEN TO THE FOLLOWING:					
___ Current Department of Military Affairs employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions		___ State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions		<u>X</u> Interested individuals who meet the stated requirements	
JOB DESCRIPTION					
DEFINITION:	Assists an Assistant Commissioner, Deputy Commissioner, or other Executive Officer in a state department, institution, or agency by performing and coordinating administrative support services; does other related duties.				
NOTE:	The examples of work for this title are for illustrative purposes only. Job specifications for this position can be found using this link: https://info.csc.state.nj.us/TitleList/TitleSearch.aspx . A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.				
REQUIREMENTS					
EDUCATION & EXPERIENCE:	NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience. Five years (5) years of professional experience in a business or government agency providing administrative support services and/or coordinating work activities. OR Possession of a bachelor's degree from an accredited college or university; and one (1) years of the above-mentioned professional experience. NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.				

LICENSE / CERTIFICATION:	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.		
SPECIAL NOTICES			
RESUME NOTE:	Eligibility determinations will be based upon information presented on the resume and application 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.		
PUBLIC SERVICE LOAN FORGIVENESS:	As a prospective employee of the State of New Jersey, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S Department of Education's website at https://StudentAid.gov/PSLF		
VETERANS PREFERENCE:	Are you a veteran? If so, proof of your NJ Veterans Preference is required at application. Please provide a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the NJ Department of Veterans Affairs website at: https://www.nj.gov/dva/veterans/services/civil-service-preference/		
SAME APPLICANTS	If you are applying under the NJ "SAME" program, your supporting documentation (Schedule A or B letter), must be submitted along with your resume 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		
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.		
DRUG SCREENING:	If you are a candidate for a position that involves direct client care with the Department of Military Affairs, 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.		
INFLUENZA VACCINATION:	NJ State Law (N.J.S.A. 26:2H-18.79) requires <u>ALL</u> health care facility employees to have the influenza vaccination annually.		
AVAILABLE BENEFITS:	As a NJ State Department, DMA provides a comprehensive list of benefits to the employees. The benefits include, but are not limited to, the following: <table border="0"> <tr> <td> • Alternate Work Week* • Telework* • Deferred Compensation • Health and Life Insurance with Partial Vision Reimbursement • Public Service Loan Forgiveness (PSLF) • Flexible and/or Health Spending Accounts (FSA) & (HSA) • Benefit Leave Time* <i>Varies depending on years of service</i> </td> <td> • NJ Pension Plan (NJ Public Employees' Retirement System - PERS) • Public Service Loan Forgiveness (PSLF) • Flexible and/or Health Spending Accounts (FSA) & (HSA) • Paid Time Off • 13 State Holidays </td> </tr> </table> * Pursuant to Department's Policy, Procedures, and/or guidelines	• Alternate Work Week* • Telework* • Deferred Compensation • Health and Life Insurance with Partial Vision Reimbursement • Public Service Loan Forgiveness (PSLF) • Flexible and/or Health Spending Accounts (FSA) & (HSA) • Benefit Leave Time* <i>Varies depending on years of service</i>	• NJ Pension Plan (NJ Public Employees' Retirement System - PERS) • Public Service Loan Forgiveness (PSLF) • Flexible and/or Health Spending Accounts (FSA) & (HSA) • Paid Time Off • 13 State Holidays
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FILING INSTRUCTIONS			
Submit application for employment, cover letter, resume, and other supporting documentation as a single PDF document, saving the file by your Last Name, First Name, to: CareersCentral@dma.nj.gov or by U.S Mail: ATTN: HRD-DMA, P.O. Box 340 Trenton, NJ 08625-0340 Fax Number:(609) 530-7192 Be sure to include the Job Posting # in the subject line of your email or cover letter Application forms may be obtained from the Human Resources website at: https://www.nj.gov/dma/admin/assets/documents/employment-application.pdf or you may request via the email address provided.			