



Department of Military Affairs

 Appointment Opportunity X Promotional Opportunity

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

JOB POSTING #	062-26	ISSUE DATE:	09/29/2026	CLOSING DATE:	10/13/2026
TITLE:	Secretarial Assistant 3, Non-Stenographic			WORK WEEK:	NE
LOCATION:	Administrative Services Division 101 Eggert Crossing Rd. Lawrenceville, NJ 08648	RANGE:	A20	SALARY:	\$63,662.98 - \$92,953.28
		CLASS OF SERVICE:	Classified		
		UNIT SCOPE:	E110		
		WORK SCHEDULE:	Monday – Friday; Tuesday-Friday (SDO)		
THIS POSTING IS <u>ONLY</u> OPEN TO THE FOLLOWING:					
<u> X </u> 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		<u> </u> 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> </u> Interested individuals who meet the stated requirements	
JOB DESCRIPTION					
DEFINITION:	Under supervision, provides secretarial, administrative and clerical support to an assigned division director, deputy commissioner, assistant commissioner, or organizational equivalent, superintendent or chief administrator of an institution, or vice president of a State college; types correspondence and reports, prepares letters on complex 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.				
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.nj.gov/Titlelist/TitleList/StateTitleList . 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:	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 thirty (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 / 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 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, <u>proof of your NJ Veterans Preference is required at application</u> . 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 Civil Service Preference for Veterans
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: 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: • 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 * Pursuant to Department's Policy, Procedures, and/or guidelines

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) 530-6725

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: [employment-application.pdf](#)
or you may request via the email address provided.

New Jersey Department of Military Affairs is an Equal Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.