State of New Jersey

Department of Human Services

Mikie Sherrill
Governor

Dr. Dale G. Caldwell
Lt. Governor

Stephen Cha, MD, MHSR
Acting Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING #:	071-26	**ISSUE DATE:**	3/3/2026	**CLOSING DATE:**	3/17/2026
TITLE:	Executive Assistant 3 (1 Full Time Position)				
LOCATION:	Division of Developmental Disabilities New Lisbon Developmental Center 104 Route 72 New Lisbon, NJ 08064	**RANGE:**	P29		
		SALARY:	$92,710.53 – $136,605.03		
		UNIT SCOPE:	K470		
		SERV. CLASS:	Competitive		
OPEN TO:	Current NLDC Employees with underlying permanent status in a competitive title, or Civil Service Commission approved non-competitive title, who meet the stated requirements below.				

DESCRIPTION

DEFINITION:	Under direction of a division director in a state department, or the head of an agency, institution, or college, acts as staff and representative responsible for assisting in the execution of division, agency, institution, or college functions through the implementation of policy and the development, management, and/or control of plans, programs, and operations by employing accepted modern techniques of management; does other related duties as required. **Work Location:** Administration **Shift:** 7:00am-2:30pm **Regular Days Off:** Saturday/Sunday *Flexible scheduling may be required.

REQUIREMENTS

REQUIREMENTS:	**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. Eight (8) years of professional experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and/or budgeting, or in assisting an executive with program development and/or implementation. **OR** Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience. **OR** Possession of a master's degree in Personnel Administration, Public Administration, Business Administration, or Psychology; and three (3) 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:	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.

IMPORTANT NOTICES

FOREIGN DEGREES:	Degrees and/or transcripts issued by a college or university outside of the United States *must be evaluated* by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.
RESIDENCY:	In accordance with N.J.S.A. 52:14-7 (NJ PL 70), the "New Jersey First Act", all employees must reside in the State of New Jersey (NJ), unless exempted under the law. If you do not live in NJ, you have (1) year after you begin employment to relocate your residence to NJ.
DRUG SCREENING:	If you are a candidate for a position with DHS, 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 its administered.
CIVIL SERVICE LISTS:	Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. All appointments will be made utilizing the procedures and guidelines in accordance with N.J.A.C. 4A.
EMPLOYEE BENEFITS:	In accordance with the "Pay Transparency Act", the NJ State Benefits Package includes: State Health Benefits Program (medical, dental, prescription drug and vision care); Pension; Deferred Compensation; Public Service Loan Forgiveness (PSLF) participation; Tuition Reimbursement; Flexible and Health Spending Accounts (FSA/HSA); Paid holidays; Paid Leave (vacation days, sick days and administrative leave days); Life Insurance; Tax$ave; NJ Well; State Employee Discount Program; Employee Advisory Service (EAS); Please be advised that eligibility for any of the benefits listed may vary pursuant to job duties, operational need, funding, policy, procedures and/or guidelines.

FILING INSTRUCTIONS

Forward a cover letter, resume, and transcript (if applicable) electronically to:

DDD-NLDC.Resumes@dhs.nj.gov

You **must** include the Job ***Posting #***, and ***Last Name*** in the **subject line** of your email. **Example: (123-25, Smith)**

New Jersey Department of Human Services is an Equal Opportunity Employer