



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Carole Johnson
Commissioner

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

JOB POSTING NUMBER	254-19	ISSUE DATE	10/10/2019	CLOSING DATE	10/25/2019
TITLE	Executive Secretarial Assistant				
LOCATION	Office of Program Integrity and Accountability 222 South Warren Street Trenton, NJ 08625	RANGE	W23		
		SALARY	\$58,687.32 - \$83,251.66 (effective 10/12/19)		
		OPEN TO	Current State employees		
DEFINITION	May be assigned to act as secretary to a deputy commissioner who is authorized to act for cabinet officers in their absence; sub-cabinet level executive having responsibility for management of more than one operating division and/or their organizational equivalents; heads of autonomous agencies or commissions, in but not of departments and whose chief executive officer is a gubernatorial appointee; and to a resident of a state college; does related work as required.				
REQUIREMENTS					
EDUCATION	May be assigned to act as secretary to a deputy commissioner who is authorized to act for cabinet officers in their absence; sub-cabinet level executive having responsibility for management of more than one operating division and/or their organizational equivalents; heads of autonomous agencies or commissions, in but not of departments and whose chief executive officer is a gubernatorial appointee; and to a resident of a state college; does related work as required.				
EXPERIENCE	Six (6) years of experience in secretarial and administrative clerical work.				
NOTE	Applicants may substitute a two year college level course in secretarial science for one (1) year of the required experience.				
NOTE FOR 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.				
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 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.				
NOTE	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.				
DRUG SCREENING	If you are a candidate for a position that involves direct client care in one of the Department of Human Services' hospitals or developmental centers, 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.				
FILING INSTRUCTIONS					
Forward a cover letter and resume electronically to: DHSResumes@dhs.state.nj.us					
You must include the Job Posting # in the subject line of your email.					

New Jersey Department of Human Services is an Equal Opportunity Employer