



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
Governor  
**Tahesha L. Way**  
Lt. Governor  
**Sarah Adelman**  
Commissioner

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

<b>JOB POSTING #:</b>	263-25	<b>ISSUE DATE:</b>	9/8/2025	<b>CLOSING DATE:</b>	9/22/2025
<b>TITLE:</b>	Executive Assistant 2 (Temporary Employment Services)				
<b>LOCATION:</b>	Catastrophic Illness in Children Relief Fund Commission (CICRF) 140 East Front St 3 <sup>rd</sup> floor, Trenton NJ 08625	<b>RANGE:</b>	Q88		
		<b>SALARY:</b>	\$46.72 per hour		
		<b>SERV. CLASS:</b>	Competitive (Temporary)		
<b>OPEN TO:</b>	General Public				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	Under direction of a Bureau Chief in a state department or head of an agency, institution, or college, acts as staff and representative responsible for assisting in the execution of a bureau function or less complex departmental, agency, or institutional functions through the implementation of policy and development, management, and/or control of plans, programs, and operations by employing accepted modern techniques of management; may assist a higher-level Executive Assistant in a large department or agency; does other related duties as required.				
<b>SPECIAL NOTE:</b>	The Executive Assistant 2(TES) provides operational and strategic support to the Catastrophic Illness in Children Relief Fund by implementing executive directives, monitoring project timelines, assisting with policy development, maintaining comprehensive documentation systems, and generating official correspondence. Key responsibilities include representing the Executive Director in internal and external meetings; coordinating community outreach initiatives; preparing and presenting programmatic and operational reports for executive review; liaising with other agencies; contributing to administrative policy development; collaborating on data systems; managing media and public communications; and providing guidance and operational support to staff.				
<b>REQUIREMENTS</b>					
<b>REQUIREMENTS:</b>	<p><b>NOTE:</b> 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.</p> <p>Seven (7) 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.</p> <p><b>OR</b></p> <p>Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.</p> <p><b>OR</b></p> <p>Possession of a master's degree in Personnel Administration, Public Administration, Business Administration, or Psychology; and two (2) years of the above-mentioned professional experience.</p> <p><b>NOTE:</b> "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.</p>				
<b>LICENSE:</b>	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.				
<b>IMPORTANT NOTICES</b>					
<b>NOTE FOR FOREIGN DEGREES:</b>	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.				
<b>RESIDENCY:</b>	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.				
<b>DRUG SCREENING:</b>	If you are a candidate for a position that involves direct client care with the Department of Human Services, 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.				
<b>NOTE(S):</b>	* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. * <u>Telework</u> : This position may be eligible to participate in the Department's pilot " <u>Telework Program</u> ", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.				

FILING INSTRUCTIONS

Forward a cover letter and resume electronically to: [CBVI.Postings@dhs.nj.gov](mailto:CBVI.Postings@dhs.nj.gov)

You **must** include the Job **Posting #**, and **Last Name** in the **subject line** of your email. **Example: (123-22, Smith)**

New Jersey Department of Human Services is an Equal Opportunity Employer