



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:

JOB POSTING #:	275-25	ISSUE DATE:	9/12/2025	CLOSING DATE:	10/10/2025
TITLE:	Management Assistant				
LOCATION:	Department of Human Services Office of New Americans 222 South Warren Street Trenton, NJ 08625	RANGE:	P18		
		SALARY:	\$56,253.35 – \$81,896.85		
		UNIT SCOPE:	K800 – Office of the Commissioner		
		SERV. CLASS:	Competitive		
OPEN TO:	Current NJ State employees with Underlying Permanent Status				
DESCRIPTION					
DEFINITION:	Under the direction of a manager in a state department, institution or agency, or within a local government jurisdiction, provides a wide range of administrative services in support of a manager(s) within the area of assignment; assists in the coordination of management/administrative activities of an assigned unit or work area; does other related duties.				
SPECIAL NOTE:	<p>Management Assistant</p> <p>The Management Assistant will support ONA Director and Assistant Director with administrative tasks for the programs they oversee, including scheduling, payroll, and other administrative tasks as needed.</p> <p>Job duties will include, but are not limited to:</p> <p>Oversee and manage operations for ONA director, such as databases, files, and support structural management of ONA operations.</p> <p>Take on special research projects, as assigned by the ONA Director, including data research on immigrant populations, including refugee data, trend, needs/data analysis for program and initiative planning.</p> <p>Manage coordination and planning on behalf of the director for taskforces and workgroup meetings.</p> <p>Oversee and manage operations for ONA director, such as databases, files, and support structural management of ONA operations.</p> <p>*** Bilingual in any language(s) in addition to English is preferred but not required.</p>				
REQUIREMENTS					
REQUIREMENTS:	<p>Applicants must meet one of the following or combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.</p> <p>Five (5) years of professional experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures.</p> <p>OR</p> <p>Possession of a Bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.</p> <p>"Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.</p>				
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 <u>must be evaluated</u> 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 <u>will be at your expense</u> . 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.				

TELEWORK:	Certain positions may be eligible to participate in the Department's "Telework Program", 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.
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); Telework; Alternate Work Week Program; 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:

DHS-CO.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