



VACANCY ANNOUNCEMENT



Posting #: 2025-169	Issue Date: 08/29/2025	Closing Date: 09/26/2025	
Title: Administrative Assistant 2 (Competitive)	Range/Title Code: P21/59904	Salary: \$64,340.11 - \$94,061.71	
Unit Scope: Statewide Career Service	Location: Office of the Commissioner, 13 th Floor 1 John Fitch Plaza, Trenton, NJ 08625 (N300)	Workweek: 3E	# Vacancies: 1

Job Description

About the Office of Unemployment Insurance Modernization (OUI):

The State of New Jersey Department of Labor and Workforce Development, in collaboration with the New Jersey Office of Innovation, is looking for diverse and experienced team members to build a claimant-focused, integrated Unemployment Insurance system resilient to significant and catastrophic periods, such as climate events and the pandemic, when New Jerseyans need the system to work at its best. The team is charged with building this next generation system in collaboration with colleagues across New Jersey, experts in academia and the private sector, and federal partners, to enable us to address barriers at their source, starting with equity at the core, and serve as a model where concepts can be rapidly tested, learned from, implemented, and improved upon using proven practices. The team uses data-driven, agile, and human-centered and equitable design practices spanning technology, process, policy, and people to deliver holistic solutions that are needed to transform the Unemployment Insurance system and experience.

Background

Under direction of the Commissioner's Office, the Office of Unemployment Insurance Modernization (OUI) is charged with building the system of the future in collaboration with colleagues across New Jersey, experts in academia and the private sector, and federal partners, to enable us to address barriers at their source, starting with equity at the core, and serve as a model where concepts can be rapidly tested, learned from, implemented, and improved upon using proven practices. The team will use data-driven, agile, and human-centered and equitable design practices spanning technology, process, policy, and people to deliver holistic solutions that are needed to transform the Unemployment Insurance system and experience.

We are seeking Administrative Assistant 2, who is experienced in offering various types of administrative, personnel and fiscal support to a cross-functional team. Key objectives for this role include:

- Coordinate onboarding and other system/technical access requests for both new vendor and state staff working on the UI modernization project, includes coordination with Internal Audit to track security clearances and status of requests
- Manage all informational material requests received by team members within OUI and OSOP to ensure proper supplies are on hand and up-to-date and that all requests, including those from constituents, employers, etc. are completed on a timely basis
- Manage the submission of issue request tickets in NJDOL's internal systems (such as Footprints) on behalf of OUI prior to launching new features or making a system change
- Responsible for travel and reimbursement documentation for all staff within OUI and OSOP
- Manage calendars and scheduling meetings for the Director/Senior Advisor of OUI and Director of OSOP

Employee Benefit(s)

The Department of Labor and Workforce Development (DOL) provides many employee benefits to acknowledge, and value, their contribution. Statewide benefits include:

- Alternate Work Week*
- Deferred Compensation
- Health and Life Insurance
- Public Service Loan Forgiveness (PSLF)
- Telework*
- 100% Tuition Reimbursement*
- Flexible and Health Spending Accounts (FSA)/(HSA)
- Temporary Expanded PSLF (TEPSLF) Programs

**Pursuant to the Department's policy, procedures and/or guidelines.*

Civil Service Commission Requirements (Education/Experience/Licenses)

Open statewide to New Jersey State career service employees who have one year of continuous permanent service in a competitive title and meet the open competitive requirements listed below:

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.

Six (6) years of professional experience in a business or government agency providing administrative support services and/or coordinating work activities.

OR

Possession of a bachelor's degree from an accredited college or university; and two (2) 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.

RESUME NOTE: Eligibility determinations will be based only upon information presented on the resume along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of the transcripts from a recognized evaluation service at the time of submission. Failure to do so may result in your ineligibility.

LICENSE: Appointee 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.

TO APPLY

If you qualify, **please submit a letter of interest, transcripts (if applicable) and your resume (including the best contact number and email address)** to email address listed below. Your submission **must** be received by the closing date and include the job posting number.

EMAIL:
Human Capital Strategies
Recruitment Unit
LWDJobPostings@dol.nj.gov

Subject line must include the specify job posting number.

This is not a promotional announcement for a Civil Service Examination.

This posting may result in personnel actions which will require final approval by the Department of Labor and Workforce Development and the Civil Service Commission in accordance with Civil Service Commission rules and regulations.

**This job posting is authorized by the Department of Labor and Workforce Development,
Division of Human Capital Strategies.**

- Newly hired employees must agree to a thorough background check that may include fingerprinting.
- Any appointments made from postings, which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, in accordance with N.J.S.A. 52:14-7, the "New Jersey First Act," all new employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey, or to secure an exemption.
- Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOL does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

The New Jersey Department of Labor and Workforce Development is an Equal Opportunity/Affirmative Action Employer.

New Jersey Department of Labor and Workforce Development
PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the New Jersey Department of Labor and Workforce Development (NJ DOL) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No NJ DOL employee may supervise or exercise any authority with regard to personnel actions involving their relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

Relative means an individual's spouse/domestic partner/civil union partner¹ or the individual or spouse's/domestic partner's/civil union partner's parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse/domestic partner/civil union partner by blood, marriage or adoption.

Consensual personal relationship means marriage, engagement, dating or other ongoing romantic or sexual relationships.

Cohabitant means non-related persons who share a household under circumstances where there is financial interdependence.

The New Jersey Department of Labor and Workforce Development requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Capital Strategies (HCS), Director's Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with NJ DOL's Equal Employment Opportunity Office and/or the NJ DOL Ethics Office as deemed necessary. Upon receiving notice of the relationship, HCS may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HCS may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

☐ **I DO NOT** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development.

☐ **I DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development identified as follows:

Name	Relationship	Division and Work Location

Do you need more space for disclosure? ☐ Yes ☐ No **If YES, continue writing on the back of this form.**

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during the course of my employment.

Applicant/Employee's Name (Print) _____

Applicant/Employee's Signature _____ Date _____

¹ Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.