



## New Jersey Department of Military and Veterans Affairs

---

### VACANCY ANNOUNCEMENT

**Posting #:** V-67-21

**Posting Period:** From 5/7/2021 To 5/21/2021

**Title:** Staff Assistant 2

**Salary:** (P14) \$40, 0079.49 - \$56,215.45

**Number of Vacancies:** 1

**Workweek:** NE

**Work Location:** 350 Province Line Rd  
Wrightstown, NJ 08562

**Program:** BG William C. Doyle Cemetery

**Scope of Eligibility:** Applications will be accepted from all interested applicants who meet the requirements listed below. Selection will be made from among the best qualified.

**Job Description:** Under direction of a Principal Staff Officer or a Special Staff Officer, serves as a primary assistant in matters of a varied nature; does related work as required.

#### Civil Service Commission Requirements

Incumbent must be an active member of the New Jersey National Guard upon assignment to this position unless formally waived by the Chief of Staff. When the individual loses military status for any reason, his term of employment may be extended by the Chief of Staff in a civilian status until such time as the incumbent is eligible for retirement as a veteran under NJSA 43:15A-61.

**Education:** Graduation from an accredited college with a Bachelor's degree.

**Note:** Must have completed formal or informal military courses resulting in the award of Military Occupational Specialty Code (MOSC) or Specialty Skill Indicator (SSI).

**Experience:** One (1) year military experience.

**Note:** Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

**Note:** Must possess a Final Secret Clearance

**License:** Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**Residency:** Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

#### HOW TO APPLY:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS BY 4:00PM ON THE CLOSING DATE TO:

Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340

E-Mail: [CareersCentral@dmava.nj.gov](mailto:CareersCentral@dmava.nj.gov)

Fax Number: (609)530-7192

Forms may be obtained from our web site at: <https://www.nj.gov/military/personnel/forms/employment-application.pdf>, the Human Resources Division, or call (609) 530-7038.

**New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.**