

STATE OF NEW JERSEY

**Philip D. Murphy**  
Governor

## VACANCY ANNOUNCEMENT

### Open To: Current State Employees

**Tahesha L. Way**  
Lt. Governor

**Latrechia Littles-Floyd**  
Acting Chair and Chief Administrator

|                                                                    |                                       |                                          |
|--------------------------------------------------------------------|---------------------------------------|------------------------------------------|
| <b>POSTING #:</b> 2025-168                                         | <b>ISSUE DATE:</b> 11/19/2025         | <b>CLOSING DATE:</b> 12/03/2025          |
| <b>TITLE:</b> Administrative Assistant 2                           | <b>RANGE/TITLE CODE:</b> P 21 / 59904 | <b>SALARY:</b> \$64,340.11 - \$94,061.71 |
| <b>UNIT:</b> MV55 – Legal & Business Government Operations - Legal | <b>LOCATION:</b> Trenton, NJ          | <b>WORKWEEK:</b> 3E                      |
|                                                                    |                                       | <b># VACANCIES:</b> 1                    |

#### GENERAL DESCRIPTION:

Assists a division director in a state department, institution, or agency by performing and coordinating administrative support services; does other related work as required.

#### REQUIREMENTS (EDUCATION/EXPERIENCE/LICENSES)

**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.

**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.

**OPEN TO THE FOLLOWING:** Current New Jersey State employees serving in a permanent capacity for an aggregate of at least one (1) year and must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission.

**Please note that only applicants who submit an application, cover letter, resume, college transcripts, and personal relationship disclosure statement completed in their entirety will be considered for employment.**

**Applications can be found at:** <https://www.nj.gov/csc/about/publications/forms/pdf/DPF-663.pdf>

#### FILING INSTRUCTIONS:

Apply via mail or e-mail by submitting an MVC application, your resume, cover letter, college transcripts, and personal relationship disclosure statement (attached) *including the posting number on the subject line and your telephone number* by 5:00 p.m. on the closing date. If review of your resume indicates that you copied from the job specification, your resume will not be considered for this notice of vacancy. Send to:

**MAIL:**  
New Jersey Motor Vehicle Commission  
Attn: HR Recruiter  
225 East State Street  
P.O. Box: 050  
Trenton, NJ 08666

**ELECTRONIC FILING:**  
MVCRecruiter@mvc.nj.gov

INTERVIEWS WILL BE GRANTED UPON REVIEW OF QUALIFICATIONS LISTED ON RESUME.  
**JOB POSTING AUTHORIZED BY: Angela LaMorte, Director of Human Resources**

- Newly hired employees must agree to a thorough background check that will 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 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.
- The New Jersey Motor Vehicle Commission is an Equal Opportunity Employer**

**MOTOR VEHICLE COMMISSION**  
**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 Motor Vehicle Commission ("MVC") requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No MVC employee may supervise or exercise any authority with regard to personnel actions involving his/her 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 partner<sup>1</sup> 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 Motor Vehicle Commission requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Resources ("HR") - Director's Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with the MVC's Equal Employment Opportunity Office ("EEO Office") and/or the MVC Ethics Office as deemed necessary. Upon receiving notice of the relationship, HR 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 HR 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 Motor Vehicle Commission.

\_\_\_\_\_ I **DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the Motor Vehicle Commission identified as follows:

| Name | Relationship | Division and Work Location |
|------|--------------|----------------------------|
|      |              |                            |
|      |              |                            |

**Additional Space Needed for Disclosure**    ☐ YES    ☐ NO    **If YES, write disclosure on 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: \_\_\_\_\_

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