



NEW JERSEY DEPARTMENT OF THE TREASURY NOTICE OF VACANCY

POSTING #: 2026 - 086 - S	ISSUE DATE: June 29, 2026	CLOSING DATE: July 14, 2026
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TITLE: Executive Assistant 2	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Pensions and Benefits	TITLE CODE: 59916 RANGE: P26
UNIT: Pension Fraud and Abuse	WORKWEEK: NL (35 hours)
LOCATION: 50 West State Street, Trenton, NJ	SALARY RANGE: \$80,755.57 - \$118,678.17

JOB DESCRIPTION

The New Jersey Department of the Treasury, Pension Fraud & Abuse (PFAU) Unit is seeking an Executive Assistant 2. Under direction of the Director of the Pension Fraud and Abuse Unit, the incumbent will assess and determine operational resource needs and oversee essential personnel and budget functions required to safeguard the integrity of the state pension systems serving approximately 900,000 active and retired members. The incumbent will also monitor the effectiveness of administrative policies and processes, providing recommendations to enhance performance, strengthen internal controls, and improve compliance procedures. From there, the incumbent will evaluate ongoing projects and initiatives to determine whether established objectives and performance goals are being met; present findings and recommend process improvements to the Director when necessary. In addition, the incumbent will be responsible for working closely with Treasury Human Resources on all personnel, labor relations and leave management issues- ensure all personnel actions are executed accurately and timely; participate in disciplinary and grievance hearings with Treasury Labor Relations; provide recommendations on hiring, promotion, discipline, and staffing needs; serve as the unit's ECATs liaison, ensuring timely and accurate biweekly time sheet submission and proper coding. The incumbent will also work with the Director to develop the PFAU annual operating budget; perform ongoing analysis of actual vs. projected expenditures; analyze budget data and coordinate with fiscal staff to prepare final budget documentation for submission to the Treasurer's Office. In addition, the incumbent will be responsible for reviewing and evaluating administrative, travel, training and procurement requests to ensure efficient resource use and compliance with budgetary rules and regulations; reallocating resources as needed and verifying procurement approvals to support timely processing by fiscal staff; developing and maintaining tracking systems to monitor operational efficiency, including the use of overtime and other resources required to meet the unit's key performance indicator targets; preparing clear and accurate reports that present findings, statistical data, analysis, conclusions, and actionable recommendations. Performs other related duties as needed.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's telework program **or** Alternate Workweek Program (AWP). The telework program allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The AWP offers eligible employees alternative work hours and schedules to facilitate a more vital work-life balance. The AWP does not change the number of hours worked per pay period; however, it allows for a varied distribution of work hours during the week to grant an additional day or half-day(s) off, as approved by management. Details will be made available throughout the interview process. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.



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NOTICE OF VACANCY

POSITION REQUIREMENTS

Education & Experience:

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.

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.

-OR-

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

-OR-

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.

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:

Appointee may be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

IMPORTANT NOTES

Open to the following:

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.

Foreign Degrees:

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense and must be included in your application submission by the closing date.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

If you are qualified, please submit the documents listed below by 5:00 p.m. on July 14, 2026:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the “**2026-086-S Executive Assistant 2**” in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent/sd
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer