NOTICE OF JOB VACANCY

#20-94

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Juvenile Justice Commission, for current State employees with permanent service in a competitive title who meet the requirements specified below:

**TITLE:** Secretarial Assistant 2 (Non-Stenographic)

**SALARY:** $45,731.91 to $64,442.64

**LOCATION:** Juvenile Justice Commission
Office of Community Programs
1001 Spruce Street, Suite 202
Trenton, New Jersey 08625

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under the direction of the Director, in the Office of Community Programs, demonstrates a general working knowledge of policies and procedures; keeps the Director abreast of issues and developments relevant to the office and works cooperatively to maintain and enhance the goals of the Office of Community Programs; utilizes technology and resources to maintain the filing system and files; prepares memos, letters, reports, and recommendations of a confidential nature; answers questions from, and forwards information to, internal and external customers; does other related duties.

**REQUIREMENTS**

**EXPERIENCE:** Four (4) years of experience in secretarial and administrative clerical work.

**NOTE:** Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

**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.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

*If qualified, please send a cover letter indicating interest in job vacancy #20-94 and a current resume on or before the closing date of March 18, 2020 to:*

Recruitment Officer  
jjcrecruitment@jjc.nj.gov  
Juvenile Justice Commission  
Office of Human Resources- Recruitment Officer  
P.O. Box 107, Trenton, NJ 08625-0107  

The “New Jersey First Act,” N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety 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.