



State of New Jersey

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

ANDREW J. BRUCK
Acting Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

November 22, 2021 NOTICE OF JOB VACANCY #21-407

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

TITLE: Secretarial Assistant 3 Non-Stenographic

SALARY: \$53,324.31 to \$75,404.64

LOCATION: Division of Law
Director's Office
Hughes Justice Complex
25 Market Street
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Director, Chief of Staff, Deputy Chief of Staff, and Assistant Attorneys General, organizes assigned secretarial and administrative clerical work and develops effective work methods; types complex correspondence, reports, and recommendations of a confidential nature; order supplies and process travel vouchers; updates mileage report for director's car and other log reports as required; provides secretarial support for multiple practice groups; maintains a schedule of appointments and the daily engagement calendar of the assigned executive officer; reviews, sorts, and routes incoming correspondence and mail; does related work as required.

REQUIREMENTS

EXPERIENCE: Five (5) 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 thirty (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.

PREFERENCE: Preference will be given to candidates who possess more than ten (10) years of relevant secretarial and administrative clerical experience, with demonstrated ability to work effectively with a broad cross-section of stakeholders and who possess excellent written and oral communications skills.

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 announcement #21-407 and current resume on or before the closing date of December 6, 2021 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Division of Administration
P.O. Box 081
Trenton, NJ 08625-0081

"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.

