NOTICE OF JOB VACANCY

#22-492

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 for applicants who meet the requirements specified below:

**TITLE:** Administrative Assistant 1

**SALARY:** $66,479.39 to $94,376.42

**LOCATION:** Juvenile Justice Commission
Office of the Executive Director
Spruce Street, Suite 202, Trenton, NJ 08625

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

**DUTIES:** Assists the Executive Director and senior staff within the Office of the Executive Director by performing and coordinating administrative support services; investigates administrative problems, recommends solutions, and assists in implementing administrative improvements; coordinates office operations; plans and schedules meetings and events; prepares correspondence and meeting minutes; collects data, processes requests for information or assistance, and prepares informative reports; initiates personnel transactions; maintains liaison with other organizational units and provides supplemental support services as necessary; does other related duties.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Three (3) years of experience in a business or government agency providing administrative support services and/or coordinating work activities.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

This position may be eligible to telework for up to two (2) days a week as part of the Juvenile JJC’s Pilot Telework Program as authorized by the Civil Service Commission (CSC). Appointees will be required to be compliant with all Executive Orders.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

**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 vacancy #22-492 and a current resume on or before the closing date of September 16, 2022, to:*

- OR -

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.

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