



## 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*

January 14, 2022  
**NOTICE OF JOB VACANCY**  
**#22-75**

**This is a repost of vacancy announcement #JJC21-76; previous applicants need not reapply.**

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, or the approved non-competitive title, who meet the requirements specified below:

**TITLE:** Secretarial Assistant 1, Non-Stenographic

**SALARY:** \$43,563.98 to \$61,181.03

**LOCATION:** Juvenile Justice Commission  
Ocean Residential Community Home  
P.O. Box 195 Game Farm Road  
Forked River, NJ 08731

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

**DUTIES:** Under supervision, provides secretarial, administrative and clerical support to the Superintendent Residential Group Center at Ocean Residential Community Home, or other supervisory official, Juvenile Justice Commission; types correspondence and reports, prepares letters on routine matters, provides requested information to internal and external customers, maintains a schedule of appointments and the daily engagement calendar of the executive official; utilizes various information systems for daily work assignments used by the agency, office, or related units; does other related duties as required.

### **REQUIREMENTS**

**EXPERIENCE:** Three (3) 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 #22-75 and a current resume on or before the closing date of January 28, 2022, to:***

Recruitment Officer  
[jjcrecruitment@jjc.nj.gov](mailto:jjcrecruitment@jjc.nj.gov)

**-OR-**

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.

