



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2025 – 011 – D	<b>ISSUE DATE:</b> August 15, 2025	<b>CLOSING DATE:</b> August 29, 2025
<b>TITLE:</b> Senior Management Assistant	<b>OPEN TO:</b> Division Wide	
<b>DIVISION:</b> Office of Administrative Law	<b>TITLE CODE:</b> 56493	<b>RANGE:</b> P21
<b>UNIT:</b> Office of the Clerk	<b>WORKWEEK:</b> 35 Hours	
<b>LOCATION:</b> Quakerbridge Road, Hamilton, NJ	<b>SALARY RANGE:</b> \$64,340.11 - \$94,061.71	

### POSITION DESCRIPTION

The Office of Administrative Law seeks to fill a Senior Management Assistant vacancy within the Hamilton Clerk's Office. The incumbent will be responsible for providing varied, complex administrative services in support of a manager(s) within the area of assignment. Reviews and processes various documents and materials accordingly providing appropriate feedback. Serves as liaison for the transmitting state departments and division agencies to alleviate management of all administrative issues. Responds to written and verbal inquiries regarding case statuses and scheduling. Performs other related duties as required.

### POSITION REQUIREMENTS

**Open to the following:** Open to full-time employees within the **Office of Administrative Law** who have permanent status in a competitive title and who meet the requirements listed below.

**Experience/ Education:** 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.

Six (6) years of professional experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures.

### OR

Possession of a Bachelor's degree from an accredited college or university; 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.

### INSTRUCTIONS TO APPLY:

If you are qualified and are interested, please send your cover letter and resume via email by  
**5:00 p.m. on August 29, 2025:**

Department of the Treasury  
Division of Administration, Office of Human Resources  
Attn: David Upperco  
Email address: [Management.Relations@treas.nj.gov](mailto:Management.Relations@treas.nj.gov)

(Please list "2025-011-D – Senior Management Assistant" in the Subject Line)



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Submissions must be received timely to the email address listed above 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.

**THIS IS NOT A PROMOTIONAL ANNOUNCEMENT**

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by: Garrett Gomez  
Garrett Gomez-Spillane, Manager 2, Human Resources

*The State of New Jersey is an Equal Opportunity Employer*