



## NEW JERSEY DEPARTMENT OF STATE

### NOTICE OF JOB VACANCY

<b>POSTING:</b> #STA-2025-006	<b>OPEN TO:</b> State Employees
<b>ISSUE DATE:</b> April 9, 2025	<b>CLOSING DATE:</b> April 23, 2025
<b>TITLE:</b> Executive Assistant 1 Range P22/ Title Code 59915	<b>SALARY:</b> \$65,036.01 – \$92,158.59
<b>DIVISION:</b> Council on the Arts	<b>Location:</b> Trenton, NJ

**DEFINITION:** Under direction of an Executive Assistant of higher grade or other supervisor in a state department, agency, institution, or college, is responsible for assisting in the execution of the less complex departmental, agency, or institutional functions through the implementation of policy and development, management, and/or control of plans, programs, and operations by employing accepted modern techniques of management; does other related duties as required.

Under direction of a supervisor in the New Jersey State Council on the Arts/Department of State, is responsible for assisting in the execution of agency administrative functions through the implementation of policy, management, and/or control of plans, programs, and operations by employing accepted modern techniques of administrative support; does other related duties as required.

The New Jersey State Council on the Arts seeks a detail-oriented individual with exceptional organizational skills to provide administrative support for the Executive Director and the agency. Reporting to the Council's Executive Director, this role requires the ability to manage a wide-range of priorities associated with the Council's programs, services, and operations, to help ensure efficient and effective public service.

#### RESPONSIBILITIES:

- Work closely with the Executive Director to streamline office functions related to scheduling, reception management, mail sorting, general inquiries, information sharing, clerical tasks, etc.
- Support Council members with a range of logistical needs including meeting/event information, RSVPs, required trainings and forms, reimbursements, general inquiries, updated resources, etc,
- Support a range of administrative needs for agency staff related to travel requests and reports, calendar coordination, public inquiry dispatching, etc.
- Help plan and manage key project elements in collaboration with cross functional teams as needed, including data collection, information gathering, and organizing materials.
- Support the planning and execution of both public and internal meetings, events, and programs
- Contribute to a culture of creativity and collaboration, providing specialty-area insight to the staff and board, in alignment with agency goals.
- Regularly interact with grantees, partners, and members of the public in a supportive role, representing the Council, the Department, and the Administration with professionalism and care.

#### SKILLS/EXPERIENCE:

- Understanding and interest in the mission of the NJ State Council on the Arts

- Advanced computer skills and high comfort level with learning new technologies
- Excellent oral and written (English) communication skills
- Highly organized, with attention to detail, and the ability to multi-task to meet deadlines
- Ability to forge productive working relationships with managers and colleagues at all levels
- Experience and interest in working with the public on a regular basis
- Strong strategic problem solving and critical thinking skills, and the ability to work collaboratively
- Flexibility, adaptability, patience, and openness to diverse and varying viewpoints
- Bilingual, or proficiency in multiple languages in addition to English, a plus.

**NOTE:** This role requires an in-person presence in Trenton in accordance with the State’s hybrid work policy.

**ABOUT THE NJ STATE COUNCIL ON THE ARTS:**

The NJ State Council on the Arts, created in 1966, is a division of the NJ Department of State and a partner agency of the National Endowment for the Arts. The Council was established to encourage and foster public interest in the arts, enlarge public and private resources devoted to the arts, promote freedom of expression in the arts, and facilitate the inclusion of art in every public building in New Jersey. The Council believes the arts are central to every element we value most in a modern society, including human understanding, cultural and civic pride, strong communities, excellent schools, lifelong learning, creative expression, and economic opportunity.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**REQUIREMENTS**

**NOTE:** 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 in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and/or budgeting or in assisting an executive with program development and/or implementation.

**OR**

Possession of a bachelor’s degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.

**OR**

Possession of a master’s degree in Personnel Administration, Public Administration, Business Administration, or Psychology; and one (1) year 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.

**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 duties of the position.

**IMPORTANT NOTICE**

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New

Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

**SAME APPLICANTS:** If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B Letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

**AUTHORIZATION TO WORK:** Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations. The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

#### **FILING INSTRUCTIONS**

**APPLICANT INFORMATION:** Forward a cover letter, resume, unofficial transcripts and employment application electronically to: [Employment.Recruiter@sos.nj.gov](mailto:Employment.Recruiter@sos.nj.gov) by 5:00pm on the closing date. You must include the Job Posting #, and Last Name in the subject line of your email. Employment Application can be found here <https://www.nj.gov/csc/about/publications/forms/pdf/DPF-663.pdf>. Failure to provide all application materials requested may result in your ineligibility.

**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 its U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

The New Jersey Department of State is an Equal Opportunity Employer