



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2025-014-R	<b>ISSUE DATE:</b> April 14, 2025	<b>CLOSING DATE:</b> April 28, 2025
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<b>TITLE:</b> Administrative Assistant 3	<b>OPEN TO:</b> State Wide (all Departments/State Employees)	
<b>DIVISION:</b> Purchase and Property	<b>TITLE CODE:</b> 59903	<b>RANGE:</b> P18
<b>UNIT:</b> Distribution and Support Services (DSS) - Management	<b>WORKWEEK:</b> 3E (35 hours)	
<b>LOCATION:</b> 1620 Stuyvesant Ave, Ewing, NJ	<b>SALARY RANGE:</b> \$54,351.06 - \$76,649.82	

**THIS IS A REPOST OF POSTING #2025-014-S. CANDIDATES WHO RESPONDED TO 2025-014-S DO NOT NEED TO REAPPLY. INTERVIEWS WILL BE EXTENDED ON THE BASIS OF THEIR RESUME.**

### JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Purchase and Property is seeking an Administrative Assistant 3 in the Distribution and Support Services (DSS) - Management Unit. The incumbent will report to, and act as principal assistant to DSS's Assistant Division Director on administrative matters. Administers the immediate supervisor's calendar, meetings, minutes of meetings, and follow ups. Collects and compiles data and other information.

Maintains administrative records. Assists in eCATS and monitoring time sheets. Assists in maintaining DSS's physical and electronic Written Standard Operating Procedure Manual (WSOPM). Provides administrative support to Supervisor of Support Operations in terms of Surplus Property. Maintains essential records and files. Provides support in data entering/processing tasks. Is responsible for the receipt, storage, security, disposition, and documentation of DSS's historical records and archive.

The incumbent will also assist the immediate supervisor, DSS's Assistant Division Director, as well as Supervisor of Support Operations, in monitoring and reporting on DSS's internal controls. Composes and types work correspondence. Prepares, contributes to, and submits regular and ad hoc work reports with evidentiary support. Maintains essential records and files. Updates transactions using the Enterprise Resources Planning system and any other DSS's work systems.

Learns to utilize various types of electronic and/or manual recording and information systems used by the DSS, especially the Enterprise Resource Planning work system. Collaboratively assists in performing other DSS-related duties as may be assigned by the immediate supervisor or DSS's management.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.



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### POSITION REQUIREMENTS

**Education & Experience:** 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.

Five (5) years of professional experience in a business or government agency providing administrative support services and/or coordinating work activities.

### OR

Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.

**Note:** "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

### IMPORTANT NOTES

**Open to the following:** Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.

### GENERAL INFORMATION

**Vacancy Notice:** This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.

**Foreign Degrees:** Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense and must be included in your application submission by the closing date.

**NJ SAME Program:** In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or visit <https://nj.gov/csc/same/overview/index.shtml>.

**NJ Veteran's Preference:** New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [CSC Preference for Veterans](#)

**Residency:** In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:** Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.



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## INSTRUCTIONS TO APPLY

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

**If you are qualified, please submit the documents listed below by 5:00 p.m. on April 28, 2025:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2025-014-R Administrative Assistant 3" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

*Antoinette Sargent (nr)*

Antoinette Sargent, Human Resource Officer

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