



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 080 - S	ISSUE DATE: July 16, 2025	CLOSING DATE: August 20, 2025
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TITLE: Management Assistant	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Property Management & Construction	TITLE CODE: 56492 RANGE: P18
UNIT: Design & Construction	WORKWEEK: 35 Hours
LOCATION: 20 West State Street, Trenton, NJ	SALARY RANGE: \$56,253.35 - \$81,896.85

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Property Management & Construction (DPMC), Office of Design & Construction Unit (ODC) is seeking a Management Assistant. ODC is obligated to manage construction projects on behalf of the various Departments and Agencies of State Government. ODC also handles continuous loads of approximately 200 design and construction projects and requires assistance in reviewing documents associated with monthly reports and contract closures.

A Management Assist provides administrative and managerial support to the Deputy Director, Assistant Deputy Directors, Managers, Supervisors and Project Managers within the Office of Design & Construction. The candidate will process and review assignments of professional duties such as administrative research, identifying, analyzing and recommending solutions to procedural and/or operational problems or processes, and report preparation. The candidate will be responsible for processing invoices, auditing payments for close-out packages, change orders, and amendments to confirm accuracy and completion. Also, the candidate will coordinate and schedule meetings. Also, gathering data for reports for the Treasurer's Office, DPMC Management, and other Managers within State Government. The candidate will also assist with obtaining information for estimates and project budget summaries utilized by Project Managers to prepare their reports. Will act as the Treasury Liaison for all inquiries pertaining to payment status, amendments, change order funding and approvals, and amendment approvals, and assist with organizing project status/data to assist management with the submission of reports for the. Assist with updating and maintaining all project statuses and project costs. As well as provide assistance, instruction, and guidance to fellow support staff. Performs other duties as needed.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's 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, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.



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POSITION REQUIREMENTS

Note: Applicants must meet one of the following or combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Education & Experience: Five (5) 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 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.



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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 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: [Civil Service 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.

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 August 20, 2025:

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

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2025-080-S Management Assistant" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent/mr

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer