



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #:
2025 - 017 - R

ISSUE DATE:
April 21, 2025

CLOSING DATE:
May 5, 2025

TITLE: Secretarial Assistant 2 Non-Stenographic	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Governor's Office of Employee Relations	TITLE CODE: 24532C RANGE: A17
UNIT: Governor's Office of Employee Relations	WORKWEEK: 35 Hours
LOCATION: 225 West State Street, 4th Floor, Trenton, NJ	SALARY RANGE: \$51,987.70 - \$73,257.94

THIS IS A REPOST OF POSTING #2025-017-S. CANDIDATES WHO RESPONDED TO 2025-017-S DO NOT NEED TO REAPPLY. INTERVIEWS WILL BE EXTENDED ON THE BASIS OF THEIR RESUME.

JOB DESCRIPTION

The New Jersey Governor's Office of Employee Relations (GOER) is seeking to fill a vacancy for the Secretarial Assistant 2 Non-Stenographic title within their Office. The Secretarial Assistant 2 Non-Stenographic will be responsible for providing secretarial, administrative and clerical support to assigned professional staff members by typing correspondence and reports, preparing letters, providing requested information to internal and external customers, and maintaining schedules of daily appointments. The candidate will also be responsible for utilizing various types of electronic and/or manual recording and information systems used by the agency or office such as the GOER database.

The ideal candidate will have knowledge of Word, Excel and Access programs. The candidate will use the GOER database to assist in creating files, assigning arbitrators, requesting court reporters, preparing scheduling letters to be sent out and any other duties connected to scheduling. The candidate will maintain schedules for the professional staff to whom they are assigned. Other functions to maintain within the database include revising and formatting collective negotiations agreements per the memorandum of Agreement, processing forms and files for printing, maintaining union leave records for certain Unions regarding rescissions and approved releases, scheduling of Joint Union Management Panels (JUMP) and notifying applicable departments of changes. Some of the administrative duties will include ordering office supplies, updating Civil Service Codes, resolving outstanding invoice problems, processing invoices for arbitrators, court reporters and mediators, and arranging meetings, conferences and hearings. Performs other job related duties as assigned.

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.

POSITION REQUIREMENTS

Experience: Four (4) 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 thirty (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.

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 May 5, 2025:

- Cover letter/Letter of interest
- Resume
- Proof of degree or transcript reflecting the earned credit hours

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2025-017-R Secretarial Assistant 2" 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