



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Tahesha L. Way
Lt. Governor
Sarah Adelman
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING #:	649-23	ISSUE DATE:	11/21/2023	CLOSING DATE:	5/21/2024
TITLE:	Management Assistant <i>(Those whom have applied to 626-23, need not to reapply)</i>				
LOCATION:	Department of Human Services Office of New Americans 153 Halsey Street Newark, NJ 07102	RANGE:	P18		
		SALARY:	\$52,513.10 - \$74,057.84		
		UNIT SCOPE:	K800 – Office of the Commissioner		
OPEN TO:	Current State Employees with Underlying Permanent Status				
DESCRIPTION					
DEFINITION:	Under the direction of a manager in a state department, institution or agency, or within a local government jurisdiction, provides a wide range of administrative services in support of a manager(s) within the area of assignment; assists in the coordination of management/administrative activities of an assigned unit or work area; does other related duties.				
NOTE:	The Management Assistant position supports the Director of the Office of New Americans, with research and analysis for budget planning and management, operations processes and structures, and administrative tasks. Leads special research projects, as assigned by the ONA Director, including data research on immigrant populations, including refugee data, trend, needs/data analysis for program and initiative planning, manages coordination and planning on behalf of the director for taskforces and workgroup meetings. Oversees and manages operations for ONA director, such as databases, files, and support structural management of ONA operations. **Bilingual in any of the following languages is preferred but not required: Spanish, Korean, Chinese, Portuguese, Gujarati, Polish, French or Haitian Creole, Arabic, Russian, Italian, or Mandarin.				
REQUIREMENTS					
EDUCATION:	Graduation from an accredited college or university with a Bachelor's degree.				
EXPERIENCE:	One (1) year of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures.				
NOTE:	Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.				
LICENSE:	Appointees 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 essential duties of the position.				
IMPORTANT NOTICES					
NOTE FOR FOREIGN DEGREES:	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
RESIDENCY:	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.				
DRUG SCREENING:	If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.				
NOTE:	* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. * Telework: This position may be eligible to participate in the Department's pilot "Telework Program", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process. * 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: CSC-Same@csc.nj.gov , or call 609-292-4144, option 3.				
FILING INSTRUCTIONS					
Forward a cover letter and resume electronically to: DHS-CO.Resumes@dhs.nj.gov You must include the Job Posting #, and Last Name in the subject line of your email. Example: (123-22, Smith)					

New Jersey Department of Human Services is an Equal Opportunity Employer