



PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lieutenant Governor

State of New Jersey

HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL

100 North Road (Route 513)
Chester, New Jersey 07930-2322
(908) 879-6737
(908) 879-4205 (fax)
www.nj.gov/njhighlands



CARL J. RICHKO
Chairman

BENJAMIN L. SPINELLI, ESQ.
Executive Director

Job Title: Administrative Assistant 3
Reports to: Executive Assistant
Type of Position: Full Time (35 hours/week, Exempt) Unclassified, Union Position
Salary Range: \$54,351.06-\$76,649.82
Issue Date: April 23, 2025

Job Description/Duties:

- Monitor and answer main switchboard calls, review and respond to inquiries, route calls to appropriate staff person
- Review inquiries and respond with the necessary information and assistance in a prompt manner
- Open and enter mail and other pertinent information into Microsoft Dynamics system
- Prepare and/or review correspondence
- Update Filepro database
- Prepare mailing labels, envelopes, certified mail/FedEx forms and track, as needed
- Prepare meeting sign-in sheets and file accordingly
- Process legal public notices to newspapers and track
- Assist Executive Assistant (EA) with monthly reports
- Assist EA with Council/Bank/Committee meeting preparation
- Assist in updating and maintaining tracking reports, as needed
- Assist Communications Manager, as needed
- Assist with special mailing projects
- Verify completeness and accuracy of information before entry into automated systems and files for any of the following: applications, reports, files, returns, claims, proposals, forms, and/or listings
- Knowledgeable in Microsoft Office 365 and Adobe Acrobat
- Will be required to learn and use various types of electronic and/or manual recording and computerized information systems used by the agency
- Other routine clerical tasks and projects, as assigned

Civil Service Job Specification can be found at: <https://info.csc.nj.gov/jobspec/59903.htm>

REQUIREMENTS:

EDUCATION/EXPERIENCE:

Applicant 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



New Jersey Is an Equal Opportunity Employer

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 informative decisions.

To be considered, please e-mail, fax or mail the following to the address below no later than May 16, 2025.

- 1) Cover letter indicating your interest and experience;
- 2) Resume; and
- 3) Names and phone numbers of at least three references.

Annette Tagliareni, Executive Assistant
New Jersey Highlands Council
100 North Road
Chester, NJ 07930

Resumes may be emailed to: highlands@highlands.nj.gov

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

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, please visit: <https://nj.gov/csc/same/overview/index.shtml>, email SAME@csc.nj.gov, or call CSC at (609) 292-4144 and select Option #3.