



New Jersey Department of Environmental Protection

Notice of Vacancy - Hourly

Title: Administrative Assistant

Posting Number: COM-2023-3H

Open to: General Public

Work Week: 15-25 hours per week (up to 900 hours maximum per fiscal year)

Hourly Rate: \$27.88 – \$31.69 per hour

Opening Date: 9/21/2023

Closing Date: 10/5/2023

Existing Vacancies: One (1)

Program/Location

Department of Environmental Protection
Office of the Commissioner
Office of Environmental Justice
401 East State Street
Trenton, NJ 08625

Scope of Eligibility: Open to applicants who meet the requirements below.

Description: Assists the head of a Bureau or Service in a state department, institution, or agency by performing and coordinating administrative support services: does other related work.

Specific to the Position: The Office of Environmental Justice aims to improve the quality of life in New Jersey's overburdened communities by implementing policies and programs to further environmental justice. The Administrative Assistant will support the Office's goals by executing administrative tasks delegated by the Office Director, including but limited to:

- Scheduling internal and external meetings where the Director's attendance is requested, and managing the Director's calendar
- Making necessary arrangements for the Director's speaking engagements and travel to in- and out-of-state meetings and conferences, including registration and securing transportation and lodging reservations as needed
- Processing forms and preparing weekly staff reports to highlight current work tasks and upcoming events
- Monitoring the Office of Environmental Justice's email inbox and answering constituent phone calls for further follow-up to programmatic colleagues
- Transcribing meetings
- Managing contact lists

Preferred Skill Set: Proficient in Microsoft products, including Outlook and Teams. Demonstrated experience in performing administrative tasks and providing thoughtful customer service, including answering and transferring phone calls.

Requirements

Education: Graduation from an accredited college or university with a Bachelor's degree.

NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

Experience: One (1) year of experience in a business or government agency providing administrative support services and/or coordinating work activities.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year for year basis.

License: Appointee 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.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://www.nj.gov/military/veterans/services/civil-service-preference/>

Submit Letter of Interest, Resume, Unofficial Transcripts (if college degree is required), and the [Personal Relationship Disclosure Statement](#) by 4:00 p.m. on the closing date to:

Talent Acquisition Team

Division of Human Resources

E-mail Address: DEP-HR-EXECUTIVE.Resumes@dep.nj.gov

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

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 (833) 691-0404.

Posting Authorized By:

Phiroza Stoneback, Manager

Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.