



# New Jersey Department of Environmental Protection

## Notice of Vacancy - Hourly

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**Title:** Administrative Assistant 3

**Posting Number:** CIER-2023-2H

**Open to:** General Public

**Work Week:** 20-25 hours

**Hourly Rate:** \$15.00 – \$20.00 per hour (Commensurate with experience and qualifications)

**Opening Date:** 8/10/2023

**Closing Date:** 8/24/2023

**Existing Vacancies:** Two (2)

**Program/Location**

Department of Environmental Protection  
Community Investment & Economic Revitalization  
Assistant Commissioner's Office  
401 East State Street - 4th Floor  
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:** Assists in collection of data and preparation of administrative and informative reports for new employees, transfers, and related activities. Provides support in preparing and processing personnel forms with responsibility for ensuring that all pertinent information has been included for staff needs. May assist in planning and implementing administrative improvements including organizational changes and work systems. May help coordinate office operations including clerical work, internal reporting systems, forms, space, office equipment, and suggests methods for office improvements.

**Preferred Skill Set:** Ability to multi-task and build consensus. Good communication, time management, and project completion skills.

## 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/>

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**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-CIER.Resumes@dep.nj.gov](mailto:DEP-HR-CIER.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](mailto: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.**