



**NEW JERSEY DEPARTMENT OF TRANSPORTATION
Statewide Job Vacancy**

POSTING #: 24-00167

TITLE: Administrative Assistant 2

ISSUE DATE: 5/3/2024

TITLE CODE: 59904

CLOSING DATE: 5/24/2024

DIVISION: Government & Community Relations

LOCATION: Ewing

UNIT SCOPE: T530

UNIT: Community Relations

RANGE: P23

SALARY: \$65,748.43-\$93,268.09

POSITION: One (1)

WORK WEEK: 4E

Definition

Assists a division director in a state department, institution, or agency by performing and coordinating administrative support services; does other related work as required.

Requirements

NOTE: Applicants 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.

Six (6) 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 two (2) years of the above - mentioned professional experience.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

Open to the Following

Employees must be serving in a permanent capacity for an aggregate of at least one (1) year in any competitive title immediately preceding the posting date and meet the requirements stated above to be eligible for appointment.

For voluntary reassignment eligibility, employees must be serving permanently in the title of Administrative Assistant 2 preceding the posting date.

Any appointments made from postings which involve movement between divisions, may result in a forfeiture of rights to any promotional list in the former unit.

Residency

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

INTERVIEWS WILL BE GRANTED ON THE BASIS OF THE RESUME.

Please Submit the following documents (indicating the Posting number):

Resume, Letter of Interest

Forward Responses To:
Danielle Delorenzo, Personnel Coordinator
Department of Transportation
1035 Parkway Ave.
MOB 2nd Floor
Trenton, NJ 08625
Danielle.Delorenzo@dot.nj.gov

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IS AN EQUAL OPPORTUNITY EMPLOYER**