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DEPARTMENT OF LAW AND PUBLIC SAFETY
Juvenile Justice Commission

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February 20, 2025
NOTICE OF JOB VACANCY
JJC #037-25

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Juvenile Justice Commission, for applicants who meet the requirements specified below:

TITLE: Secretarial Assistant 1, Non-Stenographic

SALARY: \$47,600.16 to \$66,849.45

LOCATION: **Juvenile Justice Commission**
Vineland Preparatory Academy
2000 Maple Avenue
Vineland, NJ 08360

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under supervision, provides secretarial, administrative and clerical support to an assigned administrator, types correspondence and reports, prepares letters on routine matters, provides requested information to internal and external stakeholders, maintains a schedule of appointments and the daily engagement calendar of the administrator and facility; utilizes various information systems for daily work assignments used by the agency, office, or related units; does other related duties as required. Please see the Civil Service Commission (CSC) job specification for additional information:

info.csc.state.nj.us/jobspec/24531C.htm

REQUIREMENTS

EXPERIENCE: Three (3) years of experience in secretarial and administrative clerical work.

NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or thirty (30) semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

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.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

SPECIAL NOTE: Appointment to this title may be made provisionally, pending the outcome of an open-competitive examination (PAOC). If selected for the position and appointed PAOC, you will be required to apply for the open-competitive examination, when issued by the Civil Service Commission for this title, pass and be reachable on the resulting eligible list to become permanent in the position. Appointees who fail to be reachable on the resulting CSC eligible list are subject to removal.

All offers of employment are conditional; subject to the applicant agreeing to, and then passing, a background check that may include fingerprinting.

HOW TO APPLY: If qualified, please send a cover letter indicating interest in job vacancy announcement JJC #037-25, and a current resume to the Recruitment Officer at jjcrecruitment@jjc.nj.gov on or before the closing date of **March 6, 2025**.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.



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