



CHRIS CHRISTIE
GOVERNOR

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State of New Jersey
Office of Homeland Security and Preparedness
PO Box 091
TRENTON, NJ 08625-0091

CHRIS RODRIGUEZ
DIRECTOR

Posting Number: 16-05IWS

An opportunity currently exists in the Office of Homeland Security and Preparedness (OHSP) within the *unclassified service* for a candidate who meets the minimum job requirements specified below:

TITLE: Management Assistant

SALARY: \$45,053.25 - \$63,537.63

LOCATION: Hamilton, New Jersey (Mercer County)

NUMBER OF POSITIONS: 1

JOB DESCRIPTION: Under the direction of the Director of Intelligence, the Management Assistant will provide a wide range of administrative services and assist in various projects serving to relieve the Director and Managers of administrative detail. Responsibilities will include, but not limited to, routing incoming correspondence, independently drafting correspondence, memos, and other documents for review and approval of management, maintaining and overseeing the maintenance of various records, coordinating Division calendars and arranging meetings and travel requests, attending meetings, preparing reports and performing other related duties. Will serve as the point person for reviewing and responding to email inquiries sent to OHSP Analysis and preparing Outreach email inquiries.

The Management Assistant will also assist with projects such as the layout of division brochures, newsletters, forms, reports, leaflets, presentation materials or books which will require electronically producing a finished product for digital dissemination and print publication, display or on-line usage. These duties will require strong proofreading skills, eye for detail, and proficiency in Microsoft Office Suite, Adobe Creative Suite, HTML and web software as well as other publishing and graphic software tools.

REQUIREMENTS:

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

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

Experience: One (1) year of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures.

Note: Candidates with proficiency in Microsoft Office Suite, Adobe Creative Suite, HTML and Web Software as well as other publishing and graphic software tools preferred.

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Applicants should be aware that all OHSP employees must be a U.S. Citizen due to the fact they need to be eligible to obtain a Secret or Top Secret Clearance from the federal government. U.S. Citizenship is a requirement for obtaining such clearance. Additionally, a criminal background investigation is conducted on all OHSP personnel.

If you are interested in the above position, please send a letter (**include posting number 16-05IWS**) and resume to Roopa Trotter, Chief, Human Resources Office of Homeland Security and Preparedness, PO Box 091, Trenton, NJ 08625 (or by e-mail careers@njohsp.gov) no later than **May 10, 2016**. Candidates should be prepared to provide their transcript and independently prepared writing samples as part of the interview process.

In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

This office is committed to the principles and practices of Equal Employment Opportunities and Affirmative Action and the Americans with Disabilities Act.



Roopa Trotter
Chief, Human Resources