POSITION DESCRIPTION

The New Jersey Judiciary is seeking an individual with strong organizational skills to provide administrative assistance to the Director, Communications and Community Relations, and other C&CR court executives as needed. The selected individual will answer telephones, provide members of the public with information and assistance in finding appropriate Judiciary resources, and prepare the daily compilation of news clips for posting on the Judiciary Infolnet. The selected individual will provide administrative support and secretarial services for the office. The individual will schedule meetings, maintain calendars, compose non-routine & routine correspondence, manage the department’s budget, compile and analyze data, draft reports, prepare spreadsheets, proofread/review reports, memos, or completed forms, establish and maintain filing and record keeping systems, provide support for meetings, including the coordination of schedules, location and agenda materials.

REQUIREMENTS

EXPERIENCE: Five (5) years of experience in an office environment performing a variety of office support services and administrative secretarial work, including project and administrative coordination.

TESTING: Applicants selected to interview must pass an appointing authority administered examination to demonstrate typing skills of at least 40 words per minute or possess proof of having taken the required skills test (for example, the New Jersey Civil Service Commission or New Jersey Judiciary typing proficiency certificate).

SUBSTITUTION: Successful completion of a clerical training program with a minimum of 700 classroom training hours 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 are not limited to, office procedures, word processing, and business English. Certification of successful completion of the Civil Service Commission, Human Resource Development Institute (HRDI) Support Specialist Program may be substituted for six months of the required experience. Applicants who do not possess the required education may substitute additional paraprofessional or professional experience on a year for year basis with one year of such experience being equal to thirty (30) semester hour credits.

NOTE: Proficiency with Microsoft Office products such as Word, Excel, Outlook, PowerPoint, Visio and Sharepoint is preferred.

DRIVER'S 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.

AUTHORIZATION TO WORK: US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.

SPECIAL NOTE: Newly hired employees must agree to a thorough background check that will include fingerprinting. All data received will be kept in strict confidence except to inform the individual of the findings and what action will be taken as a result of this information.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” all persons newly hired by the Judiciary must establish, and then maintain, principal residence in the State of New Jersey.

INFORMATION FOR APPLICANTS

Applicants should submit a cover letter and current resume complete with announcement number, both day and evening telephone numbers and e-mail address by April 9, 2015 to: Recruitment.Mailbox@Judiciary.state.nj.us – OR – Announcement #15-50, Judiciary Personnel Office, Richard J. Hughes Justice Complex, P.O. Box 989, Trenton, NJ 08625. If you are responding to more than one Notice of Vacancy, please submit a copy of your resume/cover letter for each posting. Please include the announcement number in the subject line of your email submission.

*For newly hired individuals, the starting salary will normally be at the minimum of the salary range. For current Judiciary employees, salary upon promotion or advancement will be an increase of 5% of base salary or the minimum salary of the band/level, whichever is greater.

**Maximum Salary A is for Judiciary employees hired prior to August 21, 2014 and Maximum Salary B is for newly hired individuals or Judiciary employees hired on or after August 21, 2014.

The New Jersey Judiciary consists of: the Supreme Court, the Superior Court including the Appellate Division and the Trial Court of the 15 vicinages in New Jersey, the Tax Court and the Municipal Court System. The Administrative Office of the Courts provides technical assistance, operational support, training, research and development, budget and personnel coordination, and development and operation of information systems for the Courts of New Jersey.

THE JUDICIARY OF NEW JERSEY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER COMMITTED TO ENSURING AN OPEN DOOR TO JUSTICE