

STATE OF NEW JERSEY

Philip D. Murphy
Governor

VACANCY ANNOUNCEMENT
Statewide: CURRENT STATE EMPLOYEES

Sheila Y. Oliver
Lt. Governor

B. Sue Fulton
Chair and Chief Administrator

POSTING #: 2021-110	ISSUE DATE: 03/19/2021	CLOSING DATE: 04/02/2021	
TITLE: EXECUTIVE ASSISTANT 2	RANGE/TITLE CODE: Y26/59916	SALARY: \$68,635.84 - \$97,643.83	
UNIT: MV45/Procurement	LOCATION: TRENTON	WORKWEEK: NL	# VACANCIES: 1

GENERAL DESCRIPTION:

Under direction of a Bureau Chief in a state department or the head of an agency, institution, or college, acts as staff and personal representative responsible for assisting in the execution of a bureau function or the less complex departmental, agency, or institutional functions through the implementation of policy and development, management, and control of plans, programs, and operations by employing accepted modern techniques of management; may assist a higher level Executive Assistant in a large department or agency; does related work as required.

NOTES: The Executive Assistant 2 shall assist with all project and team scheduling, policy and procedure development and implementation; planning and program support, document management, and operational controls utilizing applicable State guidelines and management best practices; may assist a higher level Executive Assistant in a large department or agency; Does other related Commission and division level work as required.

The Executive Assistant 2 must have excellent customer service skills, written and verbal communication abilities, and computer proficiencies with conventional Microsoft products such as TEAMS, Excel, Outlook and Word. The Executive Assistant 2 shall prepare meeting schedules, agendas and should have a fundamental understanding of analytical reporting and technical writing requirements. Familiarity with state time-keeping, purchasing and financial systems such as eCATS, NJ Start, MACSE, Business Objects and CFS is preferred.

REQUIREMENTS (EDUCATION/EXPERIENCE/LICENSES)

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

EXPERIENCE: Three (3) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting, or in assisting an executive with program development and implementation.

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

NOTE: A Master's degree in Public Administration, Business Administration, Management, or other closely related field may be substituted for one (1) year of experience.

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.

OPEN TO THE FOLLOWING: Current New Jersey State employees serving in a permanent capacity for an aggregate of at least one (1) year and must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission.

Please note that only applicants who submit an application, cover letter, resume, college transcripts, and personal relationship disclosure statement completed in their entirety will be considered for employment.

Applications can be found at: <https://www.nj.gov/mvc/pdf/employ/ApplicationForEmployment.pdf>

FILING INSTRUCTIONS:

Apply via mail or e-mail by submitting an MVC application, your resume, cover letter, college transcripts, and personal relationships disclosure statement (Attached) including the posting number on the subject line and your telephone number by 5:00 p.m. on the closing date. Send to:

MAIL:

New Jersey Motor Vehicle Commission
Attn: HR Recruiter
225 East State Street
P.O. Box: 050
Trenton, NJ 08666

ELECTRONIC FILING:

mvchrrecruiter@mvc.nj.gov

INTERVIEWS WILL BE GRANTED UPON REVIEW OF QUALIFICATIONS LISTED ON RESUME.

JOB POSTING AUTHORIZED BY: Dana Foraker, Director of Human Resources

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- Any appointments made from postings which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, in accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.

The New Jersey Motor Vehicle Commission is an Equal Opportunity Employer

**MOTOR VEHICLE COMMISSION
PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT**

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the Motor Vehicle Commission (“MVC”) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No MVC employee may supervise or exercise any authority with regard to personnel actions involving his/her relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

Relative means an individual’s spouse/domestic partner/civil union partner¹ or the individual or spouse’s/domestic partner’s/civil union partner’s parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual’s spouse/domestic partner/civil union partner by blood, marriage or adoption.

Consensual personal relationship means marriage, engagement, dating or other ongoing romantic or sexual relationships.

Cohabitant means non-related persons who share a household under circumstances where there is financial interdependence.

The Motor Vehicle Commission requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Resources (“HR”) - Director’s Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with the MVC’s Equal Employment Opportunity Office (“EEO Office”) and/or the MVC Ethics Office as deemed necessary. Upon receiving notice of the relationship, HR may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HR may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

____ I **DO NOT** have a relative or a consensual personal relationship, as defined above, with anyone working for the Motor Vehicle Commission.

____ I **DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the Motor Vehicle Commission identified as follows:

Name	Relationship	Division and Work Location

Additional Space Needed for Disclosure YES NO **If YES, write disclosure on back of this form.**

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during the course of my employment.

Applicant/Employee’s Name (Print) _____

Applicant/Employee’s Signature _____ Date: _____

¹ Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.