



State of New Jersey

ELECTION LAW ENFORCEMENT COMMISSION

THOMAS H. PROL
Chairman

RYAN PETERS
Commissioner

NORMA R. EVANS
Commissioner

JON-HENRY BARR
Commissioner

Respond to:
P.O. Box 185
Trenton, New Jersey 08625-0185

(609) 292-8700

Website: www.elec.nj.gov/

AMANDA S. HAINES
Executive Director

JOSEPH W. DONOHUE
Deputy Director

THERESA J. LELINSKI
Legal Director

EDWIN R. MATTHEWS
Legal Counsel

November 13, 2024
Notice of Job Vacancy
#2024-06

An opportunity currently exists in the Election Law Enforcement Commission for permanent State employees in the competitive division who meet the minimum job requirements specified below:

TITLE: Executive Secretarial Assistant

SALARY: \$68,049.64 - \$96,532.47 (W23)

LOCATION: Election Law Enforcement Commission
25 South Stockton Street, 5th Floor
Trenton, NJ 08608

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: As the principal assistant to the Executive Director and Deputy Executive Director, candidate is responsible to act on administrative and clerical matters in a professional manner. Assists in the development and implementation of measures to ensure that directives are properly carried out and directs assignments to other sections. Prepares correspondence; maintains connections with other departments, Boards and Commissions and provides support services when requested; prepares and mails agenda materials to Commissioners for Commission meetings; takes and transcribes minutes of meetings; maintains, coordinates, and schedules meetings; provides assistance to the press and the public; types, proofreads, and edits publications, press releases, newsletters, and reports. Performs other related work as required.

REQUIREMENTS

EXPERIENCE: Six (6) years of experience in secretarial and administrative clerical work. Applicants may substitute a two-year college level course in secretarial science for one (1) year of the required experience.

LICENSE: Appointees 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 essential duties of the position.

SAME APPLICANTS: If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated above. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

If interested in the above position, please send a cover letter and resume via email by 4:00 pm on the closing date of December 31, 2024 to:

NJ Election Law Enforcement Commission
Email: Employment@elec.nj.gov
Subject Line: Executive Secretarial Assistant

PRIVATE PRACTICE AND PARTISAN POLITICAL ACTIVITY PROHIBITED

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.

Located at: 25 South Stockton Street, 5th Floor, Trenton, New Jersey