



**NEW JERSEY DEPARTMENT OF TRANSPORTATION  
Statewide Job Vacancy**

**POSTING #:** 24-00161

**TITLE:** Management Assistant

**ISSUE DATE:** 4/26/2024

**TITLE CODE:** 56491

**CLOSING DATE:** 5/17/2024

**DIVISION:** Operations

**LOCATION:** Mount Arlington

**UNIT SCOPE:** T222

**UNIT:** North Region Division Director

**RANGE:** P20

**SALARY:** \$57,420.37-\$81,196.66

**POSITION:** One (1)

**WORK WEEK:** 40 Hours

**Office Description**

Regional Operations consists of Highway Operation Crews, Equipment Garages, Electrical Crews, and the Maintenance Engineering Unit. Regional Operations is responsible for delivering high level results across all of Maintenance & Operations, which includes the maintenance and repair of all roadway and bridge assets; the maintenance and repair of traffic signals and electrical applications; and the service and repair of regional fleet and heavy equipment.

**Requirements**

**NOTE:** Applicants must meet one of the following or combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Five (5) years of professional experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures.

OR

Possession of a Bachelor's degree from an accredited college or university; and one (1) year of the above - mentioned professional experience.

**NOTE:** "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

**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 the essential duties of the position.

**Preferred Skills**

1. Proficient in Microsoft Suite
2. Experience in recording meeting minutes

**Open To The Following:**

Employees must be serving in a permanent capacity for an aggregate of at least one (1) year in any competitive title immediately preceding the posting date and meet the requirements stated above to be eligible for appointment.

For voluntary reassignment eligibility, employees must be serving permanently in the title of Management Assistant preceding the posting date.

Any appointments made from postings which involve movement between divisions, may result in a forfeiture of rights to any promotional list in the former unit.

**Residency:** All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principle residence in the State of New Jersey subject to the provisions of N.J.S.A. (L.2011, Chapter 70), also known as the "New Jersey First Act."

**INTERVIEWS WILL BE GRANTED ON THE BASIS OF THE RESUME.**

**Please Submit the following documents (indicating the Posting number):**

Resume, Letter of Interest

Forward Responses To:  
Operations, Personnel Coordinator  
Department of Transportation  
1035 Parkway Ave. E&O Bldg 2nd Floor  
Trenton, NJ 08625  
[DOT.Opspersonnel@dot.nj.gov](mailto:DOT.Opspersonnel@dot.nj.gov)

**NEW JERSEY DEPARTMENT OF TRANSPORTATION  
IS AN EQUAL OPPORTUNITY EMPLOYER**