



# State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE

ADMINISTRATION

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PHIL MURPHY  
Governor

JUSTIN ZIMMERMAN  
Acting Commissioner

TAHESHA L. WAY  
Lt. Governor

TEL (609) 292-7272  
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ILA BHATNAGAR  
Assistant Commissioner

The New Jersey Department of Banking & Insurance invites qualified candidates to apply for the following position:

<b>POSTING NUMBER</b>	2024-BIA-012				
<b>TITLE &amp; TITLE CODE IF APPLICABLE</b>	Title: Administrative Assistant 3 Title Code: 59903	<b>OPENING DATE</b>	April 22, 2024	<b>CLOSING DATE</b>	May 7, 2024
<b>UNIT &amp; LOCATION</b>	Office of Regulatory Affairs Mary Roebling Building 20 W. State Street Trenton, New Jersey	<b>TITLE RANGE &amp; SALARY RANGE</b>	P18 \$52,513.10 -\$74,057.84		
		<b>STARTING SALARY</b>	TBD per NJAC per current salary step		
<b>OPEN TO</b>	Open to employees who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.				
<b>TITLE DESCRIPTION</b>	Assists the head of a Bureau or Service in a state department, institution, or agency by performing and coordinating administrative support services.				
<b>EDUCATIONAL REQUIREMENTS</b>	<p>Graduation from an accredited college or university with a bachelor's degree.</p> <p><b>IF GRADUATION OCCURRED IN THE PAST THREE YEARS, A TRUE AND ACCURATE COPY OF A TRANSCRIPT EVIDENCING ACHIEVEMENT OF DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY MUST BE INCLUDED WITH YOUR APPLICATION. IF THE TRANSCRIPT IS NOT SUBMITTED ALONG WITH YOUR APPLICATION, YOUR APPLICATION MAY NOT BE CONSIDERED. IF GRADUATION OCCURRED MORE THAN THREE YEARS AGO, A TRANSCRIPT IS NOT NEEDED AT THIS TIME BUT MAY BE REQUIRED AT A LATER TIME.</b></p> <p>Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.</p> <p>Applicants who do not possess the required education may substitute experience as indicated above on a year for year basis.</p>				
<b>EXPERIENCE REQUIREMENTS</b>	One (1) year of experience in a business or government agency providing administrative support services and/or coordinating work activities.				

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<b>LICENSE REQUIREMENTS</b>	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.
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<b>RESIDENCY REQUIREMENTS</b>	<p>The "New Jersey First Act," <a href="#">N.J.S.A. 52:14-7 (L. 2011, Chapter 70)</a> effective September 1, 2011, contains new residency requirements for public officers and employees, unless exempted under the law. Current, new or prospective employees should be aware of the following:</p> <p>Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.</p>
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<b>GENERAL INFORMATION</b>	<p><u>Medical Accommodation Requests:</u> The New Jersey Department of Banking and Insurance provides reasonable accommodations to applicants with disabilities upon request in accordance with the law. If you need a reasonable accommodation for any part of the application, interview, and/or hiring process, please contact the Department's ADA/Medical Accommodations Coordinator, Lisa Clapp, at <a href="mailto:lisa.clapp@dobi.nj.gov">lisa.clapp@dobi.nj.gov</a> or (609) 940-7337, for assistance.</p> <p><u>Telework:</u> This position may be eligible to participate in the Department's pilot Telework Program/Policy, which offers eligible employees the opportunity to work remotely up to two (2) days per week, if approved by Management per operational needs, subject to all requirements of the Department's Telework Program/Policy. For questions regarding Telework eligibility, please ask during the interview process if selected for an interview.</p> <p><u>Benefits:</u> For questions regarding health insurance and other job-related benefits, please direct inquiries to the Department's Human Resources Office at the email address provided below.</p> <p><u>Hours of Work:</u> The hours of work for this position are Monday through Friday from either 8:00 a.m. to 4:00 p.m.; 8:30 a.m. to 4:30 p.m.; or 9:00 a.m. to 5:00 p.m.</p> <p><u>State as a Model Employer ("SAME") Applicants:</u> If you are applying for this position under the State of New Jersey's SAME Program, please note that your supporting documents (i.e. Schedule A or B Letter), must be submitted along with your Resume, by the closing date indicated above. For information on the SAME Program, please visit the New Jersey Civil Service Commission's ("CSC") website at: <a href="https://nj.gov/csc/same/overview/index.shtml">Civil Service Commission   Overview (https://nj.gov/csc/same/overview/index.shtml)</a>, and for any questions regarding the SAME program, please contact CSC by email: <a href="mailto:CSC-Same@csc.nj.gov">CSC-Same@csc.nj.gov</a>, or by phone at: 609-292-4144, "option 3".</p>
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**APPLICATION INSTRUCTIONS**

Applicants must submit a letter of interest, resume, transcript(s) if specified above, and three (3) professional references of your current or former supervisors/ managers- please only provide references for those to whom you have reported in the workplace and who have supervised or managed your work. Please provide your references' names, job titles and current contact information, including email addresses. All application documents must be submitted by the Closing Date specified above to the Department of Banking and Insurance's Human Resources Office at [human.resources@dobi.nj.gov](mailto:human.resources@dobi.nj.gov), with your last name and the BIA Posting Number above included in the subject line of your email. Thank you.

The New Jersey Department of Banking & Insurance is an Equal Employment Opportunity Employer.