

**NEW JERSEY PUBLIC EMPLOYMENT RELATIONS COMMISSION  
NOTICE OF JOB VACANCY**

**TITLE:** Administrative Assistant 2

**EFFECTIVE DATE/CLOSING  
DATE OF THIS NOTICE:** March 23, 2021 - April 6, 2021

**RANGE AND SALARY:** P-21 \$54,684.00 - \$77,418.81

**POSITIONS AVAILABLE:** One

**LOCATION:** NJ Public Employment Relations Commission

**UNIT SCOPE:** PERC

**JOB DESCRIPTION:**

Acts as Administrative Assistant to the General Counsel of PERC. Performs and coordinates all administrative support work for the General Counsel. Ensures all cases for the division are docketed and properly processed. Interacts with other Divisions and agencies on behalf of General Counsel. Ensures all briefs and other documents are properly prepared and filed in a timely manner. Proofreads and checks citations and references for accuracy and completeness in legal correspondence. Maintains calendars and schedules. Handles and routes inquiries on behalf of General Counsel. Maintains case files.

**DEPARTMENT OF PERSONNEL REQUIREMENTS:**

Graduation from an accredited college with a Bachelor's Degree.

Two (2) years of experience in a business or government agency providing administrative support services and/or coordinating work activities.

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

NOTE: Knowledge of New Jersey Court filing requirements is strongly desired.

Open to State employees in the career service who meet the requirements.

If interested, please respond by submitting a cover letter and resume by email to:

[resumes@perc.state.nj.us](mailto:resumes@perc.state.nj.us)

Note: As of September 10, 2010, in accordance with the New Jersey First Act, N.J.S.A. 52:14-7, all new employees must reside in the State of New Jersey, unless exempted by law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence New Jersey or to secure an exemption.

Appointments made from this posting that involve movement between unit scopes may result in a forfeiture of rights to any promotional list in a former unit scope.