

NOTICE OF VACANCY
State of New Jersey
Higher Education Student Assistance Authority
Quakerbridge Plaza
Trenton, NJ 08625

This position is subject to current promotional and hiring restrictions.

ISSUE DATE: June 6, 2016 **CLOSING DATE FOR**
ACCEPTING RESUMES: July 6, 2016

TITLE: Confidential Secretary (Unclassified)

SALARY: Commensurate with experience

LOCATION: Higher Education Student Assistance Authority
Quakerbridge Plaza
Trenton, NJ 08625

DESCRIPTION:

Under the direction of the Executive Director, acts to relieve the Executive Director of detail by providing information to those requesting it including agency personnel, the representatives of state, local and other groups, organizations and agencies and to the general public in accordance with established policy. Answer phones, provide information to callers, transfer to appropriate party, and take accurate messages. Coordinate meetings with internal staff and external parties, prepare and disseminate materials. Schedule appointments and maintain the daily calendar of the executive officer.

Maintain confidentiality of all documents and maintain confidential correspondence and other records and files, including a follow-up file. Make necessary arrangements for speaking engagements, travel arrangements and for hearings, conferences and meetings. Obtain pertinent material from the files and from other sources and put it into usable form for the review and use of the executive officer.

Review incoming mail and provide to Executive Director, appropriate office, or prepare reply directly. Prepare letters on routine matters which may or may not be signed or reviewed by the executive officer. Prepare agendas for meetings and take the minutes of meetings. Accurately report leave time for Executive Director's direct reports, review time requests prior to approval, and verify leave time reports. Follow up and maintain log of referred letters.

Coordinate continual coverage for the executive suite during normal business hours. Provide secretarial support to the Chief of Staff and backup secretarial support to the Chief Financial Officer.

REQUIREMENTS:

Must be proficient with email, electronic calendar, Word, Excel, PowerPoint and Access. Must have excellent communication skills in both written and oral language. Must be able to

proofread, organize work assignments and materials, develop effective work methods and prioritize multiple tasks.

Residency Requirement: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,“ which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey.

This posting may result in personnel actions which will require final approval by HESAA and the Civil Service Commission.

Please email cover letter including title of position, resume and salary history by the closing date above to pmaske@hesaa.org.