



CITY OF JERSEY CITY
DEPARTMENT OF HUMAN RESOURCES

280 GROVE STREET JERSEY CITY, NJ 07302

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STEVEN M. FULOP
MAYOR

NANCY RAMOS
DIRECTOR

Job Opening

Job Title: Executive Secretary

Department/Division: Housing, Economic Development and Commerce (Director-Anthony Cruz)

Division: Commerce (Director-Carmen Gandulla)

Exempt/Non-Exempt: Exempt

Workweek: 40 hours/week

The City of Jersey City is looking for an experienced executive secretarial professional who possesses sound knowledge, experience and administrative skills.

Essential background:

High School Diploma

Two (2) to four (4) years of experience in the capacity of a secretary to an executive or administrative official in a public or private organization.

Preferred background:

Associates Degree AND

One (1) to three (3) years of experience in the capacity of a secretary to an executive or administrative official in a public or private organization.

Essential Skills:

Schedules and organizes complex activities such as meetings, travel, conferences and department activities for all members of the department; Proficient in Microsoft Office applications (Word, Excel, Powerpoint, Outlook); Establishes, develops, maintains and updates filing system; Retrieves information from files when needed; Organizes and prioritizes large volumes of information and calls; Sorts and distributes mail; drafts written responses or replies by phone or e-mail when necessary. Responds to regularly occurring requests for information; takes messages or fields/answers all routine and non-routine questions; Acts as a liaison with other departments and outside agencies, including high-level staff; Handles confidential and non-routine information and explains policies when necessary; Works independently and within a team on special nonrecurring and ongoing projects; types and designs general correspondences, memos, charts, tables, graphs, business plans, etc; Proofreads correspondence and other documents for spelling, grammar and layout, making appropriate changes.

The City of Jersey City is an Equal Opportunity Employer.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Salary: Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, FSA(flexible spending account), life insurance and more.

This job may be subject to New Jersey Civil Service law and requirements, if so, you must eventually qualify for a Civil Service title.

To apply for this job with the City of Jersey City fill out our [Employment Application](#).