

Please Post
October 18, 2021

NOTICE OF VACANCY

TITLE: Confidential Assistant
JOB STATUS: Full time 40 hours
DEPARTMENT/ DIVISION: Board of County Commissioners
LOCATION: Sussex County Administrative Building
One Spring Street, Newton, NJ 07860
SALARY RANGE: \$41,600
CLOSING DATE: October 28, 2021
TENTATIVE START DATE: to be determined

MINIMUM REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

LICENSE: Required to possess a driver's license valid in New Jersey as it is necessary to perform the essential duties of the position.

JOB DUTIES: Under direction, assists in performing the work involved in collecting and disseminating informative materials designed to aid the public information and publicity program of the County; does related work as required.

- Assists in gathering informative materials concerning the current and proposed programs of the County and assists in putting the collected data into useable form.
- Assists in performing work involved in the preparation and distribution of news releases, speeches, radio scripts, films, feature news stories, telecast scripts, bulletins, pamphlets, circulars, and other informative materials designed to acquaint the general public with the functions, aims, programs, regulations, policies, and procedures of the County.
- Compiles, writes, edits, and prepares drafts of materials to be used in house papers and bulletins designed for employees of the County.
- Assists in preparing posters, charts, graphs, exhibits, and other visual aid materials as may be required.
- Assists in performing the work involved in collecting, compiling, tabulating, and interpreting statistical and other information and putting it into understandable form for the use of the general public.
- Attends meetings, conferences, committee hearings, and other group meetings pertinent to the work of the County and makes full reports of the thinking and conclusions of the group.
- Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the County.

RETURN COMPLETED APPLICATIONS TO (On Standard County Application Form) via mail (address listed below), fax (973-579-0355) or email (employeeservices@sussex.nj.us)

Office of Employee Services
Sussex County Administrative Center
One Spring Street
Newton, NJ 07860

The County of Sussex provides Equal Employment Opportunities to all applicants regardless of race, creed, color, ancestry, sex, age, disability, marital status, national origin, atypical, hereditary, cellular or blood trait, or on the basis of affectional or sexual orientation.