

Please Post

13 May, 2022

NOTICE OF VACANCY

TITLE: Confidential Aide
JOB STATUS: Full time – 40 hours/week
DEPARTMENT/DIVISION: Board of County Commissioners
DATE OF VACANCY: Immediately
MINIMUM SALARY: NR-16 \$105,000
CLOSING DATE FOR APPLICATIONS: May 23, 2022
TENTATIVE START DATE: To be determined

EDUCATION AND EXPERIENCE:

- Bachelor's degree preferred, or in lieu thereof, minimum of 10 years' experience in state, county and/or local government.

LICENSE:

- 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.

JOB DUTIES:

Under close supervision and direction of the Sussex County Board of County Commissioners:

- Represents the Board in an official capacity as required.
- Develops, recommends, and implements, with the Board's approval, solutions to problems related to County policies and external liaison with other agencies.
- Plans, organizes, and conducts research studies related to Board policy often of a highly confidential nature.
- Performs special functions or directs special projects at the request of the Board.
- Prepares correspondence in the course of official duties.
- Prepares clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.
- Maintains essential and confidential records, reports, and files.
- Communicates, interacts and interfaces with the County Administrator, department heads, employees, and other elected and appointed members of the Sussex County and state and local governments as needed.
- May be required to learn to utilize various types of electronic and/or manual recording and information systems used by the County.

KNOWLEDGE AND ABILITIES:

- Knowledge of the goals, objectives, and mandates of the agencies within the County.
- Ability to convey information in a written format.
- Ability to communicate orally.
- Ability to identify and resolve problems in the development or coordination of Board policies.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the County.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.

RETURN COMPLETED APPLICATIONS (on Standard County Application Form) AND RESUME TO:

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

Fax: 973-579-0355
Email: employeeservices@sussex.nj.us

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.