



State of New Jersey

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

GURBIR S. GREWAL
Attorney General

WILLIAM H. CRANFORD
Acting Administrator

March 16, 2020 NOTICE OF JOB VACANCY #20-124

Opportunities currently exist in the unclassified service with the Department of Law & Public Safety, Division of Administration, for applicants who meet the requirements indicated below:

TITLE: Analyst Trainee
SALARY: \$43,753.77
LOCATION: Division of Administration
Grant Operations Section
Richard J. Hughes Justice Complex
Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: TBD

DUTIES: Under the direction of a supervisor in a State department or agency, as a trainee and productive worker, receives on the job training in analytic practices/procedures and application and research and preparation of reports, completes assignments which will provide practical analyst experience and/or learns to review and analyze financial reports; does other related work.

REQUIREMENTS

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

*Applicants must submit proof of the Bachelor's degree to be considered. A copy of your college diploma or **final** unofficial transcripts, which indicates the date your degree was awarded and type of degree conferred must be submitted with your resume. Failure to provide proof of Bachelor's degree completion will result in disqualification from consideration. Matriculating students cannot be considered.*

ADVANCEMENT: Appointees who successfully complete the twelve-month training period will be eligible for advancement to the title: Administrative Analyst 1. *The inability of an employee in the Analyst Trainee title to attain a level of performance warranting advancement to the Administrative Analyst 1 title shall be considered cause for separation.*

LICENSE: Appointee 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.

RESUME NOTE: Eligibility determinations will be based upon resume and proof of degree submitted. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating its U.S. equivalency prior to the closing date. Failure to do so will result in disqualification.

If qualified, please send a cover letter indicating interest in job vacancy #20-124, a copy of your college degree or unofficial transcript with date degree awarded and type of degree conferred (one is required for consideration), and current resume to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
P.O. Box 081
Trenton, NJ 08625-0081

Announcement will remain open until the vacancy has been filled.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

