



State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE
OFFICE OF HUMAN RESOURCES

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Governor

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NOTICE OF VACANCY

STATE-WIDE - OPEN TO THE PUBLIC

POSTING NO.: BIA-2020-036
TITLE: Analyst Trainee
DIVISION: Banking
UNIT: Office of Depositories
LOCATION: Trenton, NJ
OPEN TO: Candidates who meet the requirements specified below, subject to current promotional and hiring restrictions.

*Upon successful completion of the twelve-month trainee period, appointee will be advanced to the title of Administrative Analyst 1, salary range P19, \$49,990.39 - \$70,585.54

DEFINITION

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.

SPECIAL NOTE: Preferred candidates will possess the following qualifications:

- Bachelor's degree in economics, finance, accounting or legal study
Three (3) years of business analysis experience, preferably in the financial industry or legal field

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.

RESIDENCY REQUIREMENTS: In accordance with the New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), effective September 1, 2011, newly hired State government employees must reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements are subject to removal from employment.

Interested applicants should submit a letter of interest and resume in PDF format by April 22, 2020 to: human.resources@dobi.nj.gov. Please include Posting No. BIA-2020-036 in the subject line of your email.

NOTE: Foreign transcripts must be evaluated by a recognized evaluation service at your expense. Submit a copy of the evaluation with each application that requires a college degree or credits. For additional information, please refer to the Civil Service Commission website at: http://www.state.nj.us/csc/seekers/about/steps/step2.html

NOTE: Applicants with established Veteran's Preference must provide a copy of their New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with their cover letter and resume. For more information on how to apply for Veteran's Preference in the State of NJ, please visit the Civil Service Commission's website at http://www.state.nj.us/csc/seekers/veterans/