



State of New Jersey

PHILIP D. MURPHY
Governor

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

MATTHEW J. PLATKIN
Attorney General

TAHESHA L. WAY
Lt. Governor

ERIN ZIPPEL
Chief Administrative Officer

May 28, 2025
NOTICE OF JOB VACANCY
#25-166

A temporary employment service opportunity currently exists with the Department of Law and Public Safety, Division of Administration, for applicants who meet the requirements specified below:

TITLE: Special Services (Hourly Administrative Analyst 1)

SALARY: \$31.10 to \$43.92

LOCATION: [Division of Administration](#)
Budget Operations
25 Market Street
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under close supervision of an Administrative Analyst 4 or other supervisor in a state department, institution, or agency, assists as part of a team or task force in the review, analysis, and appraisal of current department administrative procedures, organization, and performance, and helps prepare recommendations for changes and/or revisions; does other related duties as required. Please see the Civil Service Commission (CSC) job specification for additional information at info.csc.state.nj.us/jobspec/50072.htm

REQUIREMENTS

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Five (5) years of professional experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for recommendation, planning, and/or implementation of improvements in a business or government agency.

OR

Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

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 essential duties of the position.

SPECIAL NOTE: Special Services positions are filled on a part-time, temporary basis during normal business hours. Candidates appointed to a Special Services title will be limited to 944 work hours in a fiscal year.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, you must check the box when completing your online application and submit your Schedule A or B letter along with your resume and any other required supporting documents indicated below, on or before the closing date. For more information on the SAME Program please visit the [NJ CSC SAME Program](#), email, or call CSC at (609) 292-4144, option 3.

RESUME NOTE: Eligibility determinations are based solely upon the information presented on your resume. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation, approved by the Civil Service Commission, indicating its U.S. equivalency prior to the closing date. Failure to do so may result in disqualification.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

HOW TO APPLY: If qualified, please send a cover letter indicating interest in job vacancy announcement #25-166, copy of final, unofficial college transcripts and a current resume to the Recruitment Coordinator using the following [link](#) on or before the closing date of **June 11, 2025**. *Applications will not be accepted via email.*

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.

