



State of New Jersey

DEPARTMENT OF EDUCATION

Notice of Vacancy

The Commissioner of Education invites applications from qualified candidates for the following:

Reference Number: DOE-055-23

Title: Analyst Trainee

Range/Title Code: P95/55300

Salary: \$46,431.86 - \$48,531.07

Position Number: 047159

Issue Date: May 25, 2023

Closing Date: June 15, 2023

Core Hours of Operation: 7:30 a.m. – 5:30 p.m.

Location: Trenton, New Jersey

Division: Division of Field Support and Services,
Office of Fiscal Accountability and Compliance

Description:

Under the direction of the Director, State Aid Audit Unit, 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; conducts audits and other assessments; examines documents to ensure compliance with State, Federal, or other requirements; interprets and applies laws, rules, regulations, standards, policies, and procedures; prepares clear and accurate reports consisting of findings, conclusions, and recommendations for improvement; and does other related work.

Requirements:

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

Note: Applicants must submit a copy of their final unofficial transcripts, which indicates the date a degree was conferred, and the type of degree conferred. Failure to submit final unofficial transcripts may result in disqualification from consideration.

Preferred Experience: At least two years of experience in examining, analyzing and interpreting accounting systems, records, and reports by applying generally accepted accounting or auditing principles.

Advancement: Appointees who successfully complete the twelve (12) month training period will be eligible for advancement to the following title under Civil Service Commission procedures: Administrative Analyst 1. The inability of an employee in this trainee title to attain a level of performance warranting advancement to the title listed above shall be considered as cause for separation.

Open to the Following:

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website <https://info.csc.state.nj.us/jobspec/55300.htm>.

Authorization to work: selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Immigration and Customs Enforcement regulations.

Note: The State of New Jersey does not provide sponsorships for work visas.

Forward a cover letter and resume electronically to:

resume3@doe.nj.gov (include the Reference # in the subject line)

SAME Applicants: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program, visit their website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call the Civil Service Commission at (833) 691-0404.

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.