



## State of New Jersey

Office of the Attorney General  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
Juvenile Justice Commission

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Executive Director

April 4, 2024

### NOTICE OF JOB VACANCY JJC #058-24

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Juvenile Justice Commission, for applicants who meet the requirements specified below:

**TITLE:** Analyst Trainee  
**SALARY:** \$48,056.98 to \$50,229.66  
**LOCATION:** [Juvenile Justice Commission](#)  
Office of Administration  
1001 Spruce Street Suite 202  
Ewing, NJ 08638

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**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. Please see the Civil Service Commission (CSC) job specification for additional information:  
[info.csc.state.nj.us/jobspec/55300.htm](http://info.csc.state.nj.us/jobspec/55300.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.

Four (4) years of professional experience relevant to the position.

**NOTE:** Please refer to the Advancement section located at the bottom of this title specification for a comprehensive list of approved journeyman titles connected to this trainee title. Experience must be related to the journeyman title associated with the position.

### **OR**

Possession of a bachelor's degree from an accredited college or university.

**NOTE:** "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

**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 essential duties of the position.

**ADVANCEMENT:** Appointees who successfully complete the 12-month training period will be eligible for advancement to one of the following titles under Civil Service Commission procedures: Fiscal Analyst; Operations Analyst; Procedures Analyst; Administrative Analyst 1; Examiner 1, Credentials; Property Management Services Specialist 1, Research Analyst 1, Report Examiner, Procurement Specialist 3 or Administrative Analyst 1, Information Systems. The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

**SAME APPLICANTS:** If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated below. You are also required to apply via the NJ CSC SAME website. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-Same@csc.nj.gov](mailto:CSC-Same@csc.nj.gov), or call CSC at (609) 292-4144, option 3.

This position may be eligible to telework for up to two (2) days a week as part of the JJC's Pilot Telework Program as authorized by the Civil Service Commission (CSC).

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 #058-24 a current resume and unofficial college transcripts or a copy of your college degree (if applicable) on or before the closing date of **April 18, 2024** to the Recruitment Officer at [jjcrecruitment@jjc.nj.gov](mailto:jjcrecruitment@jjc.nj.gov).

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.



**REALIZING POTENTIAL & CHANGING FUTURES**  
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