



State of New Jersey

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

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

MATTHEW J. PLATKIN
Attorney General

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Chief Administrative Officer

August 5, 2024 NOTICE OF JOB VACANCY #24-318

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of Highway Traffic Safety, for applicants who meet the requirements indicated below:

TITLE: Analyst Trainee
SALARY: \$49,738.97
LOCATION: [Division of Highway Traffic Safety](#)
Fiscal Unit
140 E. Front Street
Trenton, NJ 08625

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 Civil Service Commission job specification for more information here: 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.

OR

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

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: 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.

ADVANCEMENT: Appointees who successfully complete the 12-month training program will be eligible for advancement to Administrative Analyst 1. *The inability of an employee in a trainee title to attain a level of performance warranting advancement to the title indicated shall be considered cause for separation.*

PREFERENCE: Preference will be given to applicants with business or accounting background as well as strong written and verbal communication skills.

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. For more information on the SAME Program please email: SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

RESUME NOTE: Eligibility determinations for experience and education will be based upon the resume and unofficial transcripts submitted at the time of application. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see [CSC foreign degree information](#)). Failure to do so may result in disqualification of your education towards eligibility.

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 submit a cover letter indicating interest in job vacancy announcement #24-318, a current resume and a copy of your final unofficial transcripts and/or foreign degree evaluation (for education credit), to the Recruitment Coordinator via email at jobs@njoag.gov on or before the closing date of **September 5, 2024**.

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.

