



# State of New Jersey

OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF STATE POLICE  
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*Governor*

TAHESHA L. WAY  
*Lt. Governor*

MATTHEW J. PLATKIN  
*Attorney General*

COLONEL PATRICK J. CALLAHAN  
*Superintendent*

**February 25, 2025**  
**NOTICE OF JOB VACANCY**  
**#SUP 02-25P**

**OPEN TO:** Applicants who meet the requirements listed below:

**TITLE:** Analyst Trainee

**SALARY:** \$49,738.97 - \$51,987.70 (35 ww)

**LOCATION:** Office of Quality Assurance  
Office of Deputy Superintendent  
MAPPS Special Projects  
Division Headquarters  
West Trenton, NJ 08628

**NUMBER OF VACANCIES:** Two (2)

**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.

### **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.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in the 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 will result in your ineligibility.

**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.

**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: SAME Program (nj.gov), or call CSC at (609) 292-4144, option 3.

***If interested, please send an email indicating the title and posting # in the subject line and include a current resume, copy of unofficial transcripts (this is required if using education to qualify), and any applicable licenses or certifications before the closing date of March 10, 2025 to:***

**[NJSPresumes@nisp.gov](mailto:NJSPresumes@nisp.gov)**

The New Jersey Division of State Police 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. 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.



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