



**NEW JERSEY DEPARTMENT OF TRANSPORTATION**  
**Temporary Employee Services**

**POSTING #:** 24-00224

**TITLE:** Temporary Employee Services (TES) - Analyst

**ISSUE DATE:** 7/3/2024

**TITLE CODE:**

**CLOSING DATE:** 7/21/2024

**DIVISION:** Office of Inspector General

**LOCATION:** Ewing

**UNIT:** Office of Inspector General (OIG)

**SALARY:** \$22 per hour

**POSITION:** 1

**FALL WORK PROGRAM**

The New Jersey Department of Transportation (NJDOT) is seeking currently enrolled college students who are interested in hourly employment opportunities for Fall 2024.

The New Jersey Department of Transportation plans, designs, builds, and maintains New Jersey's transportation network. The Department is offering positions that will allow students to work on an hourly basis throughout the Fall of 2024. Hours of work are flexible and will be determined by the hiring unit but will not exceed 40 hours per week.

**POSITION DESCRIPTION**

Under direct supervision of the Chief of Investigations or Internal Audit Program Supervisor of the Office of Inspector General (OIG), the selected candidate will be provided the opportunity to acquire hands - on, relevant experience on how OIG investigations are conducted as it relates to complaints alleging fraud, abuse and/or misconduct by any employee. The selected candidate will be provided the opportunity to assist OIG's staff by conducting legal research, drafting memoranda on matters related to the functions and policies of the Office and reviewing cases and writing founded reports. This will involve working with information of an extremely sensitive and confidential nature.

- At the direction of the OIG staff member, responsible for drafting memoranda and correspondence assignments.
- Responsible for tracking, prioritizing, and completing assignments in a timely manner.
- Responsible for completing any requested edit or revision by management staff.
- Responsible for conducting legal research and providing a written analysis on the legal merits of research.
- Responsible for completing other miscellaneous projects as assigned or required.

**Preferred Skills/Knowledge**

- Comprehensive knowledge of MS Office, Adobe Professional
- Strong time management skills
- Strong analytic skills
- Knowledge of the methods used to collect, compile and tabulate data
- Ability to conduct reviews, studies, audits, evaluations and other assessments

**WORK AUTHORIZATION**

Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOT does not provide sponsorship or accept student OPT/CPT program, F1 or H1B work authorization visas.

## TO APPLY

Submit your application through the NJDOT website at:

<https://www.state.nj.us/transportation/about/employ/openings.shtm>

Submit a complete packet by the closing date that includes the following documents:

- NJ State Application for Employment (Application instructions can be found at link above)
- Letter of interest
- Current resume
- Copy of unofficial transcript OR foreign degree evaluation

## IMPORTANT NOTES

**Incomplete Packets:** Applicants MAY NOT be considered if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically. Applicants will be selected for an interview on the basis of their application/resume.

**Current NJDOT employees are not eligible for this opportunity.**

Please note that this position is an hourly temporary role for Fall of 2024 and does not offer a benefits package.

NJDOT provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please email dot - hr.ada@dot.nj.gov.

Determinations on requests for reasonable accommodation will be made on a case - by - case basis.

**SAME APPLICANTS:** If you are under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by 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](mailto:SAME@csc.nj.gov) , or call CSC 609 - 292 - 4144, option 3.

**New Jersey Is An Equal Opportunity Employer**