



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

May 4, 2023 NOTICE OF JOB VACANCY #23-295

This is a repost of vacancy announcement #22-555; previous applicants need not reapply.

Opportunities currently exist in the classified service with the Department of Law & Public Safety, Division of Administration, for applicants who meet the requirements indicated below:

TITLE: Analyst Trainee

SALARY: \$46,431.86

LOCATION: [Division of Administration](#)
Budget Operations Section
25 Market Street
Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: Three (3)

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: <https://info.csc.state.nj.us/jobspec/55300.htm>

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. *Applicants must submit proof of the Bachelor's degree to be considered. A copy of your college diploma or **final** unofficial transcripts, which indicates the date your degree was awarded and type of degree conferred must be submitted with your resume. Failure to provide proof of Bachelor's degree completion will result in disqualification from consideration. Matriculating students cannot be considered.*

LICENSE: Appointee 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 twelve-month training period will be eligible for advancement to the title: Administrative Analyst 1. *The inability of an employee in a trainee title to attain a level of performance warranting advancement shall be considered cause for separation.*

RESUME NOTE: Eligibility determinations will be based upon resume and proof of degree submitted. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating its U.S. equivalency prior to the closing date. Failure to do so will result in disqualification.

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 above. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

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 #23-295, a current resume and one of the following: (1) a copy of your college diploma or (2) a copy of your final unofficial transcripts, which indicates the date your degree was conferred and the type of degree awarded (one is required for consideration) to the Recruitment Coordinator via email at LPS.Humanresources@njoag.gov on or before the closing date of **June 4, 2023**.

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.

