



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting

POSTING #: 23-00256

TITLE: Program Specialist Trainee

ISSUE DATE: 9/15/2023

TITLE CODE: 64491

CLOSING DATE: 10/6/2023

DIVISION: Office of the Inspector General

LOCATION: Ewing

UNIT: OPRA/Records/Tort Unit

RANGE: P95

SALARY: \$46,431.86

WORK WEEK: NE

The New Jersey Department of Transportation (NJDOT) is seeking candidates for the position of **Program Specialist Trainee** within the Division of Inspector General, OPRA/Records/Tort Unit. Program Specialist Trainee are assigned a 35 - hour work week. Current starting salary is \$46,431.86 and after six months is \$48,531.07. As a NJ State Department, NJDOT offers a comprehensive benefits package including Health Care (medical, prescription drug, dental, and vision care), Pension, Deferred Compensation, 13 paid holidays, and Benefit Leave (12 vacation days, 15 sick days, and 3 administrative days).

The Office of Inspector General contains four units: Office of Internal Audit, Internal Investigations Unit, Ethics and Special Projects and the Open Public Records Act (OPRA)/Records Management/Tort Litigation Unit. The OPRA/Records/Tort Unit is responsible for satisfying legal requirements for public records requests, through OPRA or subpoena, records management, litigation holds and providing support to the Division of Law in matters filed under the Tort Claims Act.

The selected candidate will serve as Program Specialist Trainee for the Department of Transportation and support the work in the Tort Litigation/OPRA/Records Unit.

Major duties include, but are not limited to:

Processing of Notices of Claim

Tort Litigation Support: Document collection; Discovery request support: Tracking location of non - digital evidence needed for litigation, including but not limited to guiderail, physical records, and photographic evidence and facilitating tort litigation discovery requests.

REQUIREMENTS

Education: Graduation from an accredited college or university with a Bachelor's degree.

Preferred Qualities/Experience

- Bachelor degree in Business Administration or Business Management
- Ability to collect data for and to prepare reports, summaries, and statements
- Ability to learn to prepare technically sound, accurate and informative reports
- Must demonstrate proficiency with complex spreadsheets and database management
- Strong writing skills
- Strong time management skills
- Strong data analytic skills
- Ability to adapt quickly to changing circumstances and multi task
- Excellent written and verbal communication skills
- Comprehensive knowledge in Microsoft Excel, Outlook, PowerPoint and Visio

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 programs, F1 or H1B work authorization visas.

Residency: All persons hired on or after September 1, 2011 have one year from the date of appointment to establish, and then maintain, principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14 - 7 (P.L. 2011, c. 70), also known as the New Jersey First Act.

TO APPLY

You must apply 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 instruction can be found at link above)
- Letter of interest
- Current resume
- Copy of unofficial transcript OR foreign degree evaluation

IMPORTANT NOTES

Proof of Degree: You must provide transcript or evaluation of your **UNDERGRADUATE** degree.

Foreign degree evaluation must be evaluated by a USA recognized evaluation service and include your course - by - course evaluation.

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 State employees: Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

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 , or call CSC at (833) 691 - 0404.

New Jersey Is An Equal Opportunity Employer