



State of New Jersey
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

JEFFREY S. CHIESA
Attorney General

HOWARD J. MCCOACH
Administrator

DATE: February 7, 2013
NOTICE OF JOB VACANCY
#13-20

An opportunity currently exists in the Juvenile Justice Commission, Office of Fiscal and Budget, for permanent State employees, who meet the minimum job requirements specified below.

TITLE: Administrative Analyst 1

SALARY: \$72,252.21 - \$103,039.77

LOCATION: Juvenile Justice Commission
1001 Spruce Street, Suite 202
Trenton, NJ 08638

NUMBER OF POSITIONS AVAILABLE: (1)

DUTIES:

Under supervision of the Chief Fiscal Officer, analyzes grant expenditures for proper accounts throughout the Juvenile Justice Commission; monitors internal controls and performs internal assessments; performs site visits and will require traveling to Commission and grant funded program sites statewide; performs duties of significant difficulty and/or supervises staff involved with review, analysis, and appraisal of current department administrative procedures, organization, and performance, and prepares recommendations for changes and/or revision therein; does other related duties as required.

REQUIREMENTS:

EDUCATION:

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

EXPERIENCE:

Four (4) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency.

NOTE:

Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester credit hours being equal to one (1) year of experience.

NOTE:

A Master's degree in Public Administration, Business Administration, Economics, Finance or Accounting may be substituted for one (1) year of experience.

If you possess the required experience and education and are interested in the above position, please send a letter (including job vacancy number) and current resume before the closing date of February 27, 2013:

*Gwendolyn Grimes
Juvenile Justice Commission
Office of Human Resources*