Title: Analyst Trainee

Posting Number: WLM-2021-36 (REPOST)

Open to: General Public

Workweek: 35 (35-hour) Workweek

Salary: (P95) $46,431.86 (Non-Negotiable)

Opening Date: 7/12/2022

Closing Date: 7/26/2022

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection
Watershed & Land Management
Assistant Commissioner's Office
501 East State Street, 1st floor
Trenton, NJ 08625

Scope of Eligibility: Open to applicants who meet the requirements below.

Description: 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.

Specific to the Position: Work with the Fiscal lead to create and manage the yearly budget. Provide fiscal support to the Division. Process payments; assist in applying for and managing federal grants/contracts.

Requirements

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

NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

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.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment 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 (L.2011, Chapter 70), also known as the "New Jersey First Act".
Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. Note: The State of New Jersey does not provide sponsorship for citizenship to the United States.

Note: Interviews will be granted based on the cover letter, resume and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview. Please include the posting number in the subject of the e-mail when submitting your credentials.

APPLICANTS WHO PREVIOUSLY FILED FOR THIS POSTING NEED NOT RE-APPLY, AS ALREADY SUBMITTED RESUMES WILL BE TAKEN INTO CONSIDERATION FOR THIS POSITION.

Veteran’s Preference: To qualify for New Jersey Veteran’s Preference/status, you must establish Veteran’s Preference through the Department of Military and Veterans’ Affairs. Please submit proof of your Veteran’s Preference along with your resume as indicated below. For more information, please visit https://nj.gov/military/veterans/services/civil-service/preference/

Submit Letter of Interest, Resume and e-mail address by 4:00 PM on the Closing Date to:
  Sam Baldeo
  Watershed & Land Management
  E-mail Address: LUM.Resumes@dep.nj.gov
  Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

Posting Authorized By:
  Phiroza Stoneback, Manager
  Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.