



State of New Jersey

PHILIP D. MURPHY
Governor

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

ANDREW J. BRUCK
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

July 23, 2021 NOTICE OF JOB VACANCY #21-256

An opportunity currently exists in the classified service with the Department of Law & Public Safety, Division of Highway Traffic Safety, for applicants who meet requirements specified below:

TITLE: Analyst Trainee
SALARY: \$44,628.85
LOCATION: Division of Highway Traffic Safety
Fiscal Unit
140 East Front Street, 7th Floor
Trenton, NJ 08628

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of a supervisory official in the Division of Highway Traffic Safety, Department of Law & Public Safety, as a trainee and productive worker, receives on the job training in ensuring that all Federal and State funds expended are allowable and in accordance with established guidelines and OMB Circulars. Monitors grant expenditures to determine if costs are allowable as per the approved grant budget, Federal and/or State regulations and OMB circulars. Audits grant reimbursement requests and expenditure reports in accordance with OMB Circular A-87 and Treasury Rules. Responds and provides requested information as needed to bring State and Federal audits to a successful conclusion. Processes interdepartmental charges. Reconciles and processes payments as well as close out grants. Responsible for purchasing, bid and contract review. Assists in the coordination of the Division's Drunk Driving Enforcement Fund; performs other related duties as required.

REQUIREMENTS

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

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 required to perform the essential duties of the position.

ADVANCEMENT: Appointees who successfully complete the 12-month training period will be eligible for advancement to the following title under Civil Service Commission procedures: Administrative Analyst 1. *The inability of an employee in this title to attain a level of performance warranting advancement shall be considered as cause for separation.*

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

If qualified, please send a cover letter indicating interest in job vacancy announcement #21-256, a current resume and a copy of your final unofficial transcripts, which indicates the date your degree was conferred and the type of degree awarded must be received on or before the closing date of August 6, 2021 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
P.O. Box 081
Trenton, NJ 08625-0081

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.

