



State of New Jersey

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

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

MATTHEW J. PLATKIN
Acting Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

April 22, 2022

NOTICE OF JOB VACANCY #22-255

Opportunities currently exist in the unclassified service with the Department of Law and Public Safety, Division of Administration, for applicants who meet the requirements specified below:

TITLE: Auditor Accountant Trainee

SALARY: \$45,521.43

LOCATION: Division of Administration
Richard J. Hughes Justice Complex
25 Market Street, Trenton, NJ
Occasional Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: Three (3)

DUTIES: As a trainee and productive worker, does the work involved in performing field and office monitoring/audits, evaluating program objectives and effectiveness, appraising the utilization of fiscal resources, and/or in keeping financial records and reports in the Department of Law and Public Safety; does related work

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree, including or supplemented by twenty-one (21) semester hour credit in any combination of Accounting, Business Administration, Economics, or Finance courses. *A copy of your final unofficial college transcripts or foreign degree evaluation must be submitted with your resume to be considered. Matriculating students cannot be considered.*

ADVANCEMENT: Appointees selected to fill a trainee title and who successfully complete the twelve-month training period as an Auditor Accountant Trainee will be eligible for advancement to the title: Administrative Analyst 1, Fiscal Management. *The inability of an employee to attain a level of performance warranting advancement to the title indicated above shall be considered cause for separation.*

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey.

RESUME NOTE: Eligibility determinations are based upon proof of degree submitted and the information presented on your resume. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation with a course-by-course breakdown, approved by the Civil Service Commission, indicating its U.S. equivalency 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 #22-255, a copy of your final unofficial transcripts, which indicates the date your degree was conferred and the type of degree awarded and a current resume on or before the closing date of May 22, 2022:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

OR

Division of Administration
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0081

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.

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.

