



## State of New Jersey

PHILIP D. MURPHY  
*Governor*

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

MATTHEW J. PLATKIN  
*Acting Attorney General*

SHEILA Y. OLIVER  
*Lt. Governor*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

**August 3, 2022**  
**NOTICE OF JOB VACANCY**  
**#22-342**

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of Consumer Affairs, for current State employees with permanent service in a competitive title who meet the requirements specified below:

**TITLE:** Administrative Analyst 4  
**SALARY:** \$83,619.58 to \$119,250.94  
**LOCATION:** Division of Consumer Affairs  
Administration Section  
124 Halsey Street  
Newark, NJ 07102

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under general supervision of a supervisory official in the Division of Consumer Affairs, Administration Section, Department of Law and Public Safety, supervises staff assigned to the payments section and evaluates performance; supervises the daily processing of payment vouchers, OPAY documents, U1s, UAs, transfers and other transactions involving changes to account balances; ensures the adequacy and effectiveness of the payments and transfer processes; supervises and oversees travel, trip approval and associated reimbursement transaction; reviews and ensures the accuracy of analysis done to ensure adequate funds are available to facilitate bill payments and other account impacting transactions; participates in enhancement of fiscal system process and in implementation of fiscal systems; performs 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 hour credits 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 indicated experience.

**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.

Appointees will be required to be compliant with all Executive Orders (EO), mandates, policies, and directives related to Covid-19, including testing and vaccinations, and including but not limited to EO 252 (Murphy), EO 283 (Murphy) and/or EO 290 (Murphy).

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

***If qualified, please send a cover letter indicating interest in job vacancy announcement #22-342 and a current resume on or before the closing date of August 17, 2022 to:***

Recruitment Coordinator:  
[Recruit@dca.njoag.gov](mailto:Recruit@dca.njoag.gov)

**-OR-**

Recruitment Coordinator  
Division of Consumer Affairs  
Human Resources Department  
P.O. Box 45024, Newark, NJ 07102

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.

