



## 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  
*Attorney General*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

### October 26, 2022 NOTICE OF JOB VACANCY #22-407

Opportunities currently exist in the classified service with the Department of Law and Public Safety, Office of the Attorney General, for applicants who meet the requirements indicated below:

**TITLE:** Analyst Trainee  
**SALARY:** \$46,431.86  
**LOCATION:** Office of the Attorney General  
Office of Justice Data  
Richard J. Hughes Justice Complex  
25 Market Street, 8th Floor  
Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** Two (2)

**DUTIES:** Under the direction of an Administrative Analyst 4 or other supervisory official in the Office of Justice Data (OJD), as a trainee and productive worker learns to: assist in the production of reports and data analysis on justice related topics in the State to inform policy and promote transparency; understand basic quantitative and qualitative methodologies; assist in the development and revision of data collection protocols from various data sources, including methods to streamline user experience and analytic workload; merges, transforms, combines, cleans, and standardizes datasets in a variety of formats; assist in the development and implementation of data quality procedures; carry out methodologically rigorous analyses to support the preparation of sound, accurate publications, memoranda, and reports relating to research, grant, and other activities containing findings, conclusions, or recommendations; assist in visualizing analytic findings and conclusions to facilitate public accountability and transparency; does other related duties as required.

### **REQUIREMENTS**

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

**ADVANCEMENT:** Appointees who successfully complete the twelve-month training period will be eligible for advancement to the title: Administrative Analyst 1. The inability of an employee in a trainee title to attain a level of performance warranting advancement shall be considered cause for separation.

**LICENSE:** Appointee 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.

**PREFERENCE:** Preference will be given to applicants with subject matter expertise with law enforcement, criminal justice system or government data a plus. Ability to work independently and collaborate in a team environment. Experience in consolidating, managing, and analyzing large data sets using industry standard tools such as Excel, SAS, SPSS, Stata, and ArcGIS; data visualization tools such as PowerBI, Qlik Sense, and Tableau; or programming languages such as R, VBA, Python, and SQL, also a plus.

**RESUME NOTE:** Eligibility determinations will be based only upon proof of degree submitted and information presented on 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, indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

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

***If qualified, please send a cover letter indicating interest in job vacancy announcement #22-407, a copy of your college diploma or unofficial transcript with date degree awarded, and type of degree conferred (one is required for consideration), and current resume on or before the closing date of November 26, 2022 to:***

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto: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.

