NOTICE OF JOB VACANCY
#22-467

Opportunities currently exist in the classified service with the Department of Law & Public Safety, Division of Administration, for applicants who meet the requirements indicated below:

TITLE: Analyst Trainee

SALARY: $46,431.86

LOCATION: Division of Administration
Budget Operations
25 Market Street
Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: Three (3)

DUTIES: Under direction of the Director or Deputy Director of the Budget and Grant Operations Section and/or an Administrative Analyst 4, Department of Law and Public Safety, assists in the development, review, analysis, and appraisal of the Department’s budgets and helps to prepare recommendations for changes and/or revisions. Performs ongoing analysis for the preparation of spending plans and technical budget documents; 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.

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 resume and proof of degree submitted. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation 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 #22-467, 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 September 7, 2022 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.