An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of Alcoholic Beverage Control, for applicants who meet requirements specified below:

**TITLE:** Analyst Trainee

**SALARY:** $46,431.86

**LOCATION:** Division of Alcoholic Beverage Control
Director’s Office – Finance and Operations Unit
140 East Front Street
Trenton, NJ 08628

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

**DUTIES:** Under the direction of the Finance and Operation Unit Manager and/or Director’s designee, records and processes financial transactions related to procurement and licensing and enforcement matters; processes financial transactions using multiple databases including POSSE, NCFS and NICUSA and downloaded electronic payment data; prepares traditional deposits and may assist with financial research requests; assists with financial and procurement inquiries; assists in addressing internal accounting inquiries and those from consumers and industry stakeholders. Assists with the procurement process, prepare orders for supplies via NJSTART. May assist with POSSE (online licensing web portal) projects and related projects. Helps maintain finance and procurement files. May participate in the review of procedural and operating problems related to the collection and disbursement of funds; may be assigned additional special projects and tasks.

**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 conferred and type of degree awarded 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.

**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.*

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 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 #22-469, a current resume and a copy of your college diploma or final unofficial transcripts, which indicates the date your degree was conferred and the type of degree awarded, (one is required for consideration) must be received on or before the closing date of September 12, 2022 to:*

**Recruitment Coordinator**
LPS.Humanresources@njosag.gov

**-OR-**
Recruitment Coordinator
Division of Administration
Human Resource Management
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.