



## 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  
*Attorney General*

SHEILA Y. OLIVER  
*Lt. Governor*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

**May 17, 2023**  
**NOTICE OF JOB VACANCY**  
**#23-331**

**This is a repost of vacancy announcement #22-569; previous applicants need not reapply.**

Opportunities currently exist 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, or the approved non-competitive title, who meet the requirements specified below:

**TITLE:** Fiscal Analyst  
**SALARY:** \$50,737.29 to \$71,553.48  
**LOCATION:** [Division of Consumer Affairs](#)  
Administration Section  
124 Halsey Street  
Newark, NJ 07102

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

**DUTIES:** Under close supervision of a supervisory official in a State department or agency, participates in analysis of fiscal activities including budget preparation, review and maintenance, assists in analyzing budgets for grants, contracts, state funds and/or program funds, assists in analyzing fiscal impacts, maintains records; performs other related duties as required. Please see the Civil Service Commission (CSC) job specification for additional information: <https://info.csc.state.nj.us/jobspec/50532.htm>

### **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** One (1) year of experience in the collection, analysis, evaluation, and presentation of financial data used to provide an accurate accounting of administrative and operating costs, and the preparation of reports containing conclusions and recommendations for a private 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.

**NOTE:** A Master's degree in Business Administration, Public Administration, Accounting, or Finance may be substituted for the one (1) year of 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.

**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.

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

**HOW TO APPLY:** If qualified, please send a cover letter indicating interest in job vacancy announcement #23-331 and a current resume to the Recruitment Coordinator via email at [Recruit@dca.njoag.gov](mailto:Recruit@dca.njoag.gov) on or before the closing date of **May 31, 2023**.

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.

