



PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

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

MATTHEW J. PLATKIN
Attorney General

ERIN ZIPPEL
Chief Administrative Officer

January 4, 2023
NOTICE OF JOB VACANCY
#23-772

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

TITLE: Auditor Accountant Trainee

SALARY: \$48,056.98

LOCATION: [Division of Law](#)
Director's Complex
25 Market Street
Trenton, NJ 08611

NUMBER OF POSITIONS: One (1)

DUTIES: As a trainee and productive worker, does the work involved in making field and office audits, evaluating program objectives and effectiveness, appraising the utilization of fiscal resources, and/or in keeping financial records and reports in a state department, institution, or agency; does related work. Please see the Civil Service Commission (CSC) job specification for additional information: <https://info.csc.state.nj.us/jobspec/50961.htm>

REQUIREMENTS

EXPERIENCE: Graduation from an accredited college or university with a Bachelor's degree, including or supplemented by twenty-one (21) semester hour credit in any combination of Accounting, Business Administration, Economics, or Finance courses. *Applicants must submit a copy of your final unofficial college transcripts which indicates the date your degree was conferred and the type of degree awarded. Failure to submit proof of degree completion, as aforementioned, will result in disqualification from consideration. Matriculating students cannot be considered.*

ADVANCEMENT: Appointees who successfully complete the twelve (12) month training period will be eligible for advancement to the title: Administrative Analyst 1, Fiscal Management. *The inability of an employee in a trainee title to attain a level of performance warranting advancement shall be considered cause for separation.*

NOTE: Possession of a valid Certificate as a Certified Public Accountant or Registration as a Public Accountant issued by the New Jersey State Board of Accountancy may be substituted for the required degree in accounting.

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 who have knowledge and experience in Excel, reviewing and applying rules and regulations, strong attention to detail, and experience with CounselLink or any legal billing system.

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 #23-772 with a copy of your final unofficial college transcripts which indicates the date your degree was conferred and the type of degree awarded and a current resume to the Recruitment Coordinator via email at jobs@njoag.gov on or before the closing date of **February 4, 2024.**

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.

