



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF STATE POLICE
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COLONEL PATRICK J. CALLAHAN
Superintendent

May 6, 2024
NOTICE OF JOB VACANCY
#ADMIN 01-24D

An opportunity currently exists within the Department of Law and Public Safety, Division of State Police, for Department of Law & Public Safety employees only, with permanent status, who meet the requirements listed below:

TITLE: Auditor Accountant Trainee
SALARY: \$48,056.98 - \$50,229.66 (35ww)
LOCATION: Administration Section
Fiscal Control Bureau
Accounting and Revenue Unit
Division Headquarters
West Trenton, NJ 08628

NUMBER OF VACANCIES: 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.

REQUIREMENTS

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

NOTE: Positions in this title will be assigned to one of the career tracks identified below and will advance to the corresponding journey level title upon the successful completion of the trainee period.

Track 2: Trainees advancing to the Administrative Analyst 1, Fiscal Management title.

For Track 2: Four (4) years of professional experience relevant to the position, including or supplemented by twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics, or Finance courses.

NOTE: Please refer to the Advancement section located at the bottom of this title specification for a comprehensive list of approved journeyman titles connected to this trainee title. Experience must be related to the journeyman title associated with the position.

OR

Possession of a bachelor's degree from an accredited college or university, including or supplemented by twenty-one (21) semester hour credit in any combination of Accounting, Business Administration, Economics, or Finance courses.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions. Tracks 2: 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.

RESUME NOTE: Eligibility determinations will be based upon information presented in the 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 will result in your ineligibility.

If interested, please send a cover letter indicating job vacancy number, copy of your transcript, which indicates the date your degree was conferred (required), and a current resume before the closing date of May 16, 2024 to:

NJSPPresumes@njsp.gov

-OR-

Lavonda Wright, Manager 2
Division of State Police
Office of Human Resources
PO Box 7068
W. Trenton, NJ 08628-0068

The New Jersey Division of State Police 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. 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.



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