



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 – 012 – U	ISSUE DATE: August 28, 2025	CLOSING DATE: September 5, 2025
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TITLE: Analyst Trainee	OPEN TO: Division Wide
DIVISION: Office of Administrative Law	TITLE CODE: 55300 RANGE: P95
UNIT: Legal Research & Writing	WORKWEEK: 35 Hours
LOCATION: Atlantic City, NJ	SALARY RANGE: \$51,479.83 - \$53,807.27

POSITION DESCRIPTION

The Office of Administrative Law is seeking an Analyst Trainee within the Legal Research and Writing Office. The incumbent will be responsible for learning to review drafts and other written administrative documents for the Office of Administrative Law. Learns to use LexisNexis and other electronic databases to research legal citations, including statutes, regulations, administrative decisions, and court opinions. Learns to assist the administrative law judges in organization of material in legal briefs, hearing transcripts, and exhibits marked into evidence. Learns to use and keep current on style manuals and reference sources for legal citation. Performs other related duties as required.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

POSITION REQUIREMENTS

Open to the Following: Open to full-time employees in a competitive title within the Office of Administrative Law who meet the requirements listed below. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.

Education & Experience: 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.

Four (4) years of professional experience relevant to the position.

OR

Possession of a Bachelor's degree from an accredited college or university.

Note: Please refer to the Advancement section located at the bottom of the title specification at <https://info.csc.nj.gov/jobspec/55300.htm> 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.

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.

IMPORTANT NOTES

Advancement: Appointees to a Trainee title will serve a four (4) month working test period and a one (1) year training period concurrently. Upon successful completion of one (1) year training period, incumbent will be advanced to the journeyman title. A Civil Service examination is not required for this advancement.



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GENERAL INFORMATION

Veteran's Preference:

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

SAME Applicants:

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.

INSTRUCTIONS TO APPLY:

If you are qualified and are interested, please send your cover letter and resume via email by

5:00 p.m. on September 5, 2025:

Department of the Treasury

Division of Administration, Office of Human Resources

Attn: David Upperco

Email address: Management.Relations@treas.nj.gov

(Please list "2025-012-D – Analyst Trainee – OAL" in the Subject Line)

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by:


Garrett Gomez-Spillane, Manager 2 Human Resources

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