



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 065 - P	ISSUE DATE: June 1, 2026	CLOSING DATE: June 15, 2026
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TITLE: Analyst Trainee	OPEN TO: General Public
DIVISION: Office of Administrative Law	TITLE CODE: 55300 RANGE: P95
UNIT: Legal Research & Writing	WORKWEEK: 35 Hours
LOCATION: Multiple	SALARY RANGE: \$51,479.83 - \$53,807.27

JOB DESCRIPTION

The New Jersey Department of the Treasury, Office of Administrative Law, is seeking two (2) Analyst Trainees. Under the general supervision of a supervisory official, the candidates will review drafts of initial and final decisions and other written administrative documents containing findings, conclusions, and recommendations for the Office of Administrative Law's corps of administrative law judges. The candidates edit documents for organization, clarity, accuracy, and consistency, using a sophisticated understanding of syntax and narration. They will independently rework and reorganize legal documents and draft language to streamline the judges' writing process.

The candidates will ensure proper legal citation in decisions by following the style manuals provided. They will prepare documents for submission to the Rutgers Law digital collection. The candidates use LexisNexis and other electronic databases to research legal citations, including statutes, regulations, administrative decisions, and court opinions. They may assist administrative law judges with the organization of material in legal briefs, hearing transcripts, and exhibits entered into evidence. The candidates will maintain and stay current on style manuals and reference sources for legal citation. They will also learn and consistently apply the agency's policies and procedures for the use of proper boilerplate language for each type of decision, as well as the agency's formatting style. The candidates respond to questions from judges and support staff regarding the style and content of decisions and provide reference materials or research findings as needed. They will maintain files and records of documents reviewed and perform other related duties as required.

The division has several locations throughout the state. Please indicate your location(s) of interest in your submission:

- 1601 Atlantic Avenue, Atlantic City, NJ
- 33 Washington Street, Newark, NJ
- 9 Quakerbridge Plaza, Trenton, NJ

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's 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, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.



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POSITION REQUIREMENTS

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:

"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 a one (1) year training period, the incumbent will be advanced to the journeyman title. Please refer to the Advancement section located at the bottom of the [title specification](#) (title code 55300) for a comprehensive list of approved journeyman titles related to this trainee title. A Civil Service examination is not required for this advancement



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GENERAL INFORMATION

- Vacancy Notice:** This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.
- Foreign Degrees:** Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense and must be included in your application submission by the closing date.
- NJ SAME Program:** In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit <https://nj.gov/csc/same/overview/index.shtml>.
- NJ Veteran's Preference:** New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).
- Residency:** In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.
- Work Authorization:** Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below 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.

If you are qualified, please submit the documents listed below by 5:00 p.m. on June 12, 2026:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)
- If you have established Veteran's Preference, you must include a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS to apply your preference to this job vacancy posting.
- If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date.

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2026- 065 - P Analyst Trainee" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent/sd
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer