

**NEW JERSEY DEPARTMENT OF STATE  
P.O. BOX 459, TRENTON, NJ 08625**

**NOTICE OF JOB VACANCY (Amended)**

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**ISSUE DATE:** September 23, 2022

**CLOSING DATE:** October 14, 2022

**OPEN TO:** Interested individuals who meet the requirements

**SALARY:** \$50,737.29 – \$53,050.20

**DIVISION:** Administration

**POSTING #** STA-2022-048

**TITLE:** Analyst Trainee

**Location:** Trenton, NJ

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**DEFINITION:** Under the direction of a supervisor in a State department or agency, as a trainee and productive worker, receives on the job training in analytic practices/procedures and application and research and preparation of reports, completes assignments which will provide practical analyst experience and/or learns to review and analyze financial reports; does other related work.

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

**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 duties of the position.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

**AUTHORIZATION TO WORK:** Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

**APPLICANT INFORMATION:** Applicants should submit a cover letter with announcement #2022-048 in subject line, resume, and employment application (employment application can be found here - <https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf>) by close of business (5:00 p.m.) on the closing date (October 3, 2022) to [Employment.Recruiter@sos.nj.gov](mailto:Employment.Recruiter@sos.nj.gov)

The New Jersey Department of State is an Equal Opportunity Employer