



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 090 - P	ISSUE DATE: August 19, 2025	CLOSING DATE: August 26, 2025
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TITLE: Pensions Benefits Specialist Trainee	OPEN TO: General Public
DIVISION: Pensions and Benefits	TITLE CODE: 53650 RANGE: P95
UNIT: Client Services - Call Center	WORKWEEK: NE (35 hours)
LOCATION: 50 West State Street, Trenton, NJ	SALARY RANGE: \$51,479.83-53,807.27

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Pensions and Benefits (NJDPB) administers one of the largest public employee benefits programs in the nation, consisting of ten separate retirement systems serving more than 500,000 active members and 300,000 retirees, two health benefits programs covering more than 800,000 employees, retirees, and their family members, three supplemental retirement savings programs, and several other employee benefit programs. The Division's mission is to provide quality benefits and services that meet the needs of our clients and others we are committed to serve, through an efficient and responsive workforce. The Division seeks Pensions Benefits Specialist Trainees to fill multiple vacancies across the Division.

Under the close supervision of a Pensions Benefits Specialist 3 or other supervisory official in the Division of Pensions and Benefits, Department of the Treasury, as a trainee and productive worker, learns to provide information to clients on retirement and health benefits programs; make final reviews of contributions reports; process employee benefits involving eligibility determinations and computations; does other related duties as required.

EXAMPLES OF WORK:

- Learns to provide assistance to participating employers and members regarding employee benefit support or employer reporting programs of the Division.
- Learns to counsel clients on the various retirement and health benefit plans administered by the Division.
- Learns to determine the eligibility of members for the retirement and health benefit plans.
- Learns to review, verify, and process retirement and/or health benefits to members or beneficiaries.
- Learns to review/audit members' accounts and process correcting transactions.
- Learns to process adjustments to member accounts due to, but not limited to, enrollment date changes, court ordered decisions, negotiated settlements, change in legislation, birth date discrepancies, or calculates workers' compensation reductions against member benefits.
- Learns to process underpayments or overpayments of pension contributions, arrears, back deductions, life or health insurance, or loans; takes action to secure amounts due and prepare adjustments to members' accounts.
- Learns to reconstruct, recalculate, and/or reactivate accounts for members' eligible to return to service or employment following withdrawal or retirement and ensures reinstatement of member by advising the appropriate sections.
- Learns to provide retirement, purchase, and loan estimates.
- Learns to draft correspondence to members, employers, and other interested parties.
- Performs basic mathematical computations with accuracy.
- Learns to compile accurate statistical information to include in monthly work reports.
- Maintains records and files.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

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

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

-OR-

Four (4) years of professional experience in the operation of retirement or health insurance programs.

-OR-

A combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

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

Trainee Titles:

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

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 August 26, 2025:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the **"2025-090-P Pensions and Benefits Specialist Trainee"** in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer