



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 107 - P	ISSUE DATE: October 17, 2025	CLOSING DATE: October 24, 2025
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TITLE: Personnel Trainee	OPEN TO: General Public
DIVISION: Administration- Human Resources	TITLE CODE: 63250 RANGE: P95
UNIT: Employment Unit	WORKWEEK: 35 Hours
LOCATION: 50 West State Street, Trenton, NJ	SALARY RANGE: \$53,807.27 - \$56,253.35

JOB DESCRIPTION

The State of New Jersey, Department of the Treasury is seeking a Personnel Trainee within the Employment Unit in the Division of Administration, Office of Human Resources. The New Jersey Department of the Treasury's Office of Human Resources, Employment Unit is responsible for providing Human Resource services and support to employees and management, which consists of an approximate 3,300 employees across thirteen core Divisions and numerous In but Not of Agencies (IBNO). Additionally, the Employment Unit offers a range of personnel services including organizational planning, recruitment, hiring, and employee development.

Staff within the Employment Unit are responsible for the development, issuance and distribution of job vacancy postings; development and placement of employment advertisements; review of candidate submissions for eligibility; scheduling candidates for interviews; providing prospective employees with information regarding general conditions of employment and applicable merit system rules; making employment offers and preparing employment offer letters; the preparation of new hire sign-up packages; conducting new hire sign up ensuring that new employees are provided with necessary information and documentation regarding their employment including state and departmental policies, leave entitlements, health, dental and prescription drug coverage, and pension enrollment; review and verification of employment related documents and forms; and conducting large scale employment recruitments. Responsibilities within this unit also include providing accurate, timely, guidance and information to current employees across the Department on employment related matters such as appropriate forms to effect address/name changes, withholding changes, additions/deletions of dependents on Health Benefit/Dental coverage, responding to employee inquiries; issuance of State ID Cards; and participates in special projects relating to recruitment and retention initiatives.

Under the direction of a supervisor in a State department or agency, as a trainee and productive worker, the Personnel Trainee will receive on the job training in government personnel practices and procedures and their application and does work which will provide practical personnel experience; does related work. Examples of work for illustrative purposes only can be viewed on the Civil Service Commission Job Specification found at <https://info.csc.nj.gov/jobspec/63250.htm>.

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 relevant to the position.

-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.

License: Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

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 of Personnel Assistant 4. 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 October 24, 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- 107-P- Personnel 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