



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 115 - P	ISSUE DATE: November 18, 2025	CLOSING DATE: December 2, 2025
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TITLE: Claims Investigator Trainee	OPEN TO: General Public
DIVISION: Risk Management	TITLE CODE: 56376 RANGE: P 95
UNIT: Worker's Compensation and TORT and Contract	WORKWEEK: NE (35 hours)
LOCATION: 20 West State Street, 6th Floor, Trenton, NJ	SALARY RANGE: \$51,479.83 - \$53,807.27

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Risk Management is seeking a Claims Investigator Trainee within the Worker's Compensation Unit and the TORT and Contract Unit.

Workers Compensation Unit: Under the direction of a supervisor, determines compensability of Workers Compensation claims State government employees file against the State of New Jersey. Oversees medical case management for assigned files, and authorizes appropriate medical treatment in consultation with a managed care provider. Processes temporary compensation payments, and orders Independent Medical Examinations (IME). Prepares physical, documentary, and testimonial evidence needed for litigated files to assist assigned Deputy Attorney General in litigation and/or trial. Processes claim petitions, and other legal pleadings and discovery demands. Conducts field investigations and interviews, and performs other related duties as required.

Tort & Contract Unit: Under the direction of a supervisor, handles, investigates, and resolves a diverse caseload of general tort and contract claims filed against the State of New Jersey, which includes, but is not limited to: Bodily Injury and Property Damage claims; State Vehicle Liability and Foster Parent Liability Claims; and claims for medical malpractice, assault/abuse, and due process/civil rights violation. Files and handles civil claims and recovery actions against entities, companies and individuals that cause damage to State government-owned properties and assets. Conducts field investigations and interviews, and performs other related duties as required.

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 profession experience in workers compensation, negligence or claims investigation.

-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 who successfully complete the twelve (12) month training period will be eligible for advancement to the title(s) for which they have been trained: Claims Investigator 1 (56372). The inability of an employee in this title to attain a level of performance warranting advancement to the title listed above shall be considered as cause for separation.



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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 December 2, 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- 115-P- Claims Investigator 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