



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 124 - P	ISSUE DATE: October 2, 2026	CLOSING DATE: October 19, 2026
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TITLE: State Procurement Specialist Trainee	OPEN TO: General Public
DIVISION: Purchase and Property	TITLE CODE: 52623 RANGE: P95
UNIT: Various	WORKWEEK: 35 Hours
LOCATION: 33 West State Street, 8th Floor, Trenton, NJ 08608	SALARY RANGE: \$58,222.22 - \$60,876.32

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Purchase and Property is seeking a State Procurement Specialist Trainee. Under the direction of the Unit's Procurement Supervisor and Lead, the incumbent will receive on the job training in all phases of the procurement process, including but not limited to:

- Receives formal and on-the-job training designed to provide practical experience in the procurement of goods and services in an assigned unit; prepares procurement documents; analyzes vendor proposals and learns how to recommend and award contracts in accordance with New Jersey statutes, rules, and regulations.
- With guidance of a supervisor or lead worker, learns to manage an active contract portfolio; learns the techniques necessary to ensure contracts are extended in a timely manner to avoid lapse of essential state services; learns to review and confirm contract amendment requests that are part of original scope of work; learns to handle all contract-related matters and ensures vendor is compliant with required approvals and/or certifications.
- Learns to write bid specifications for a broad range of goods and services; evaluates bidder proposals and recommends award(s) of contracts, maintaining quality assurance throughout the process; evaluates and scores bids to prepare detailed bid tabulations; prepares formal Recommendation Reports and Evaluation Committee Reports among other reports and documents required throughout the bid process to be reviewed by a supervisor or higher-level State Procurement Specialist. Compiles all documents without errors including accurate and precise content as specified in relevant operating procedures, checklists, and/or templates. Completes documents with proper formatting, spelling, grammatically accurate, and free of conflicting or inaccurate information. Validates the quality and accuracy of each Bid Solicitation document, Notice of Award, amendment, and price list.
- May work with state agencies to collect, review, and revise existing specifications and prepares new ones for goods and services used by state departments, agencies, and other entities; works with internal and external stakeholders during the bid solicitation development process.
- Provides accurate updates and reports as required by the Lead, Supervisor or Assistant Director by keeping workload spreadsheets up to date for each assigned contract and submitting monthly reports and approval requests as needed.

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 procurement of goods and/or services including contract development and administration.

-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

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 52623) 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

<u>Vacancy Notice:</u>	This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.
<u>Foreign Degrees:</u>	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.
<u>NJ SAME Program:</u>	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 .
<u>NJ Veteran's Preference:</u>	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 .
<u>Residency:</u>	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 .
<u>Work Authorization:</u>	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 19, 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- 124 – P State Procurement Specialist Trainee" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Sandi DeLuca

Sandi DeLuca, Acting Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer