



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 101- P	ISSUE DATE: October 6, 2025	CLOSING DATE: October 21, 2025
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TITLE: Business Registry Specialist Trainee	OPEN TO: General Public
DIVISION: Revenue and Enterprise Services	TITLE CODE: 35617 RANGE: P 95
UNIT: Business Registry	WORKWEEK: 35 Hours
LOCATION: 33 West State Street 3rd Fl, Trenton, NJ	SALARY RANGE: \$51,479.83 - \$53,807.27

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Revenue and Enterprise Services is seeking a Business Registry Specialist Trainee. Under the direction of a supervisor in the Business Registry bureau in the Division of Revenue and Enterprise Services (DORES), a Business Registry Specialist Trainee receives on-the-job training in analytic practices/procedures and application, and research and preparation of reports, and customer correspondence.

The Analyst Trainee will learn various registry functions, including updates, additions, and deletions of records based on complex entity merger, consolidation, conversion, reinstatement, dissolution/withdrawal and corporate tax election filings. They will also learn the business portal account (PBS) and its processes and functions. The trainee will assist with answering written and telephone registry and PBS inquiries from business owners and representatives as part of their on-the-job training. These tasks will provide practical experience and help the trainee to learn to review and analyze the public business and tax/employer registry databases and statistical reports.

The trainee will learn all of the statutory requirements, processes and programmatic elements of the Apostille/Certification process for official documents. The trainee will assist with answering written and telephone inquiries regarding apostilles and certifications from customers and their legal representatives as part of their on-the-job training. The tasks will provide practical experience for the trainee to learn to review and analyze eligibility, technical compliance, and programmatic accuracy for these program's technical elements, programmatic functions and database integrity.

The trainee will learn all of the various functions of the Business Certification programs, including Small Business Enterprise, Women/Minority Owned Business Enterprise, Veterans Enterprise, Disabled Veterans Enterprise, and LGBTQ+ Enterprise programs. The trainee will assist with answering written and telephone inquiries from business owners and representatives as part of their on-the-job training. The tasks will provide practical experience for the trainee to learn to review and analyze eligibility, technical compliance, and programmatic accuracy for these program's technical elements, programmatic functions and database integrity.

The trainee will learn and develop a professional level of knowledge of the statutes, regulations, and internal procedures for Legal Business public filings, State tax and employer business registry, and Apostilles and certifications. The trainee will assist with formal and informal presentations to stakeholder groups for the Business Registry and Certification programs.

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

Note: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Education & Experience: Four (4) years of professional experience in business registry operations or an aligned field.
-OR-

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

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.

Advancement: Appointees who successfully complete the twelve (12) month training period will be eligible for advancement to the Business Registry Specialist 1 title in accordance with the New Jersey Civil Service Commission procedures. The inability of an employee in this trainee title to attain a level of performance warranting advancement to Business Registry Specialist 1 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 October 21, 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- 101 - P Business Registry Specialist 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