



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026-067-P	ISSUE DATE: June 1, 2026	CLOSING DATE: June 15, 2026
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TITLE: Analyst Trainee	OPEN TO: General Public
DIVISION: Property Management and Construction	TITLE CODE: 55300 RANGE: P95
UNIT: Multiple	WORKWEEK: 35 Hours
LOCATION: Trenton, New Jersey	SALARY RANGE: \$51,479.83 - \$53,807.27

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Property Management and Construction (DPMC) is seeking multiple Analyst Trainees to fill positions in multiple units. Under the direction of a supervisor in DPMC, as a trainee and productive worker, the incumbents will do the following duties in the following units:

Lease Compliance, Development and Construction:

The incumbent will learn to conduct building inspections and evaluate existing and proposed facilities. Will learn to perform construction and project management activities. Will learn to prepare detailed layouts, cost estimates, analyses and specifications for construction or renovations to ensure compliance with standards, codes, regulations, etc. Participates in developing and maintaining an inventory list of suitable existing vacant properties/space within the State's portfolio. Conducts site evaluations to locate potential leased space.

Lease Procurement, Disposition & Escalations:

The incumbent will perform the work required for state lease transactions or disposals by organizing and participating in meetings to resolve problems between state agencies and the landlord. Will research details necessary to acquire Lease properties. Will assist in the preparation of packages to be submitted to various commissions boards and committees of the state as required by the law. Will assist in negotiating the terms and conditions of lease properties. Will assist in the bid process and planning of space needs for departments.

Real Property Acquisitions & Disposition:

The incumbent will assist with acquiring and managing contracts, prepare proposed leasing documents and maintain the Real Property Review System. Will gather and research information on State-owned properties. Will assist with the preparation of packages on behalf of the Department for submission to the State House Commission. Perform basic research and assist in the preparation of related legal documentation for property acquisition and disposition. Will learn to collect and report on the receipt and depositing of payments into the Tririga system. Research property information via the Land and Building Management System. Learn and assist in the collecting, compiling and reviewing of documentation requested through OPRA. Learn the policies and proper steps to assist in the disposal and acquisition of State-owned real property.

Special Services (BOSS):

The incumbent will curate and revise Methods of Operation and instructional circulars for move contract; provide information to property managers and vendors as needed. Communicate policies, rules and regulations to staff or team members associated with Move Contract services T0877. Knowledge and ability to procure via State contract and maintain as contract holder for T0877. Knowledge and ability to research rules, regulations, policies, and procedures as applicable and as updated by government officials and department directors.

Director's Office:

The incumbent will assist with conducting background checks for all construction workers and janitorial personnel. Assist with data processing of 21st Century and other temporary employees at DPMC and preparing monthly reports. Learn, assist with Records Digitization Project which includes the digitizing and disposal and storage of DPMC's and other agency files and FileNet conversion and ongoing file storage and archival process.

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:

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.

Four (4) years of professional experience relevant to the position.

-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.

License:

Appointee may 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 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 55300) 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

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/nifirst/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 June 15, 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 "2026-067-P Analyst Trainee DPMC" 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