



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026-093-P	ISSUE DATE: July 7, 2026	CLOSING DATE: August 6, 2026
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TITLE: Investigator Trainee Taxation	OPEN TO: General Public
DIVISION: Taxation	TITLE CODE: 51590 RANGE: P95
UNIT: Collection & Enforcement	WORKWEEK: NE (35 hours)
LOCATION: Fair Lawn, Cranford, and Somerville, NJ	SALARY RANGE: \$53,807.27 - \$56,253.35

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Taxation is seeking an Investigator Trainee Taxation. Under the supervision of a supervisory official in the Division of Taxation, Department of the Treasury, the Investigator Trainee Taxation will learn to perform routine investigations as they relate to the collection of tax revenues, delinquent and/or deficient taxes, abatements, and enforcement of the tax statutes administered by the Division of Taxation.

The Investigator Trainee Taxation will learn to conduct routine investigations of taxpayers to determine adherence to the provisions of New Jersey tax laws. Investigate those individuals and businesses who have recently moved into New Jersey to determine tax subjectivity, and take appropriate action as required. Examine Division records to determine the accuracy of reported liabilities. The Investigator Trainee Taxation's primary responsibilities include reviewing assigned cases to determine whether the Schedule of Liabilities is accurate, as well as reviewing active businesses to identify possible Responsible Persons associated with the business. The Trainee will also work on assigned investigations/cases to collect tax debt, protect the State by securing certificates of debt, and serve warrants of execution, seize assets, and auction assets.

The Investigator Trainee Taxation will be required to make field visits to taxpayer locations and/or their appointed representative's location. The Investigator Trainee Taxation is expected to follow the Case Management Timeline in each case, follow all policies/procedures and adhere to the Taxpayer Bill of Rights, as well as follow policies and procedures to collect tax debt and protect the rights of the taxpayer. The Trainee will interpret the provisions of basic laws and regulations of the Division of Taxation and report instances of suspected violation of the law and other irregularities, thus carrying out subsequent investigations. Learn to make service of process of legal document and maintain essential records and files. Display competency in the computer systems used in field office operations. Submit complete and accurate written reports, case histories, and case files. The Investigator Trainee Taxation will learn the details of the job, understand the job, and apply all necessary knowledge and skills to work collaboratively in a group to accomplish stated goals. The Trainee will identify and meet customer needs both internal and external, ensuring safety by maintaining a safe and secure work environment for self and others in the performance of the job functions.

As required, the Investigator Trainee Taxation will act as a witness in court and at administrative and other hearings. The Trainee will learn to prepare sound, accurate, and informative reports of tax investigations containing findings, conclusions, and recommendations. They will evaluate investigative findings to determine the possibility of fraud and refer such matters to their supervisor. The Trainee will prepare financial workpapers that will permit filing of legal documents in the proper office of jurisdiction. Assist with Taxpayer Service, making determinations with proper communication. The Investigator Trainee Taxation will assist their supervisor in any additional job duties.

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 and/or in the Department's Alternate Workweek Program (AWP), which offers eligible employees alternative work hours and schedules to facilitate a more vital work-life balance. The AWP does not change the number of hours worked per pay period; however, it allows for a varied distribution of work hours during the week to grant an additional day or half-day(s) off, as approved by management. Details will be made available throughout the interview process. 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 requiring transactions with varied types of people involving the collection, verification, investigation, compilation, and/or dissemination of financial data performed in either a field or office environment.

-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 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 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 51590) 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/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 August 6, 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 "2026-093-P Investigator Trainee Taxation" 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