NOTICE OF VACANCY

STATE-WIDE – PUBLIC

POSTING NO.: BIA-2022-107

OPENING DATE: July 11, 2022

CLOSING DATE: August 11, 2022

TITLE: Insurance Analyst Trainee

DIVISION: Insurance

UNIT: Life & Health

LOCATION: Trenton, NJ

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree including six (6) credits in math, at least three (3) of which are in statistics.

LICENSE: Appointees will be required to possess a driver’s license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESIDENCY REQUIREMENTS: In accordance with the New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), effective September 1, 2011, newly hired State government employees must reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements are subject to removal from employment.

Interested applicants should submit a letter of interest, educational transcript(s) evidencing the required credit hours listed above and/or completion of schooling and degrees attained, resume and three (3) professional references of your current or former supervisors or managers - please only provide references for those to whom you have reported in the workplace and those who have supervised or managed your work. Please provide your references’ names, job titles and current contact information, including email addresses. All documents should be submitted in PDF format by August 11, 2022 to: human.resources@dobi.nj.gov. Please include posting # BIA-2022-107 in the subject line of the email.

NOTE: Foreign transcripts must be evaluated by a recognized evaluation service at your expense. Submit a copy of the evaluation with each application that requires a college degree or credits. For additional information, please refer to the Civil Service Commission website at: http://www.state.nj.us/csc/seekers/about/steps/step2.html

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