



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2022-069 - P	ISSUE DATE: July 22, 2022	CLOSING DATE: August 19, 2022
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TITLE: Analyst Trainee	OPEN TO: General Public
DIVISION: Investment	TITLE CODE: 55300 RANGE: P95
UNIT: Alternative Investments	WORKWEEK: 35 Hours
LOCATION: 50 West State Street, Trenton, New Jersey	SALARY RANGE: \$46,431.86 – \$48,531.07

POSITION DESCRIPTION

The New Jersey Department of the Treasury, Division of the Investment seeks an Analyst Trainee to work in the Alternative Investments section. Responsibilities include: work in Alternative Investments and working with the investment analysts; facilitate the notification of cash contributions and distributions from our investment partners to the Cash Management team to ensure the timely payment and receipt of funds; work with investment analysts and legal counsel to facilitate the execution and delivery of legal documents for fund closings, amendments and partnership consents on a timely basis; facilitate the necessary notifications for the Investment Policy Committee and State Investment Committee for potential alternative investments; document and contact management for the Division's investment vehicles; and develop knowledge of the different asset classes within the Alternative Investments portfolio.

Standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details will be made available throughout the interview process. Position offers a comprehensive benefits package including medical, prescription drug and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

POSITION REQUIREMENTS

Education: Graduation from an accredited college or university with a Bachelor's degree. Proof of degree is required.

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.

IMPORTANT NOTES

Veteran's Preference: Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

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. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency: In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.



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IMPORTANT NOTES

Work Authorization: Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on August 19, 2022:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2022-069-P - Analyst Trainee" in the Subject Line)

Submissions must be received timely to the email address listed above 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.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by: *Antoinette Sargent*
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer