



NEW JERSEY DEPARTMENT OF THE TREASURY INTERNSHIP OPPORTUNITY

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| POSTING #: 2023 - 014-I | ISSUE DATE: October 18, 2023 | CLOSING DATE: November 6, 2023 |
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| TITLE: Paid Intern | HOURLY RATE: \$17.50 – \$21.50 |
| DIVISION: Division of Revenue and Enterprise Service (DORES) | WORKWEEK: Up to 25 hours |
| UNIT: Records | LOCATION: Trenton, NJ |

JOB DESCRIPTION

The New Jersey Department of the Treasury and its In-But-Not-Of Agencies are currently accepting applications for internship opportunities. The internship opportunities aim to provide highly motivated undergraduate, graduate, doctoral, or law students with compensated hands-on training and work experience. Participating divisions will offer special projects and assignments designed to prepare students for their future careers.

Records Intern Duties and Responsibilities:

- Provide organized and complete records to subpoena requested by the Office of the Attorney General.
- Retrieve records and certifications from electronic and manual imaging systems.
- Maintain detailed information in tracking system
- Communicate effectively with customers/law enforcement, Records Unit staff, unit supervisors, managers, and NJ Office of Attorney General's Office (DAG's).

Preferred Background:

- Solid written and verbal communication skills
- Excellent customer service skills
- Problem-solving
- Data analysis
- Understanding and following processes, policies and procedures
- Teamwork mentality
- Industry-specific talents

POSITION REQUIREMENTS

Age Requirement: Must be at least 17 years of age

Enrollment Status: Currently enrolled in a college or university on a full-time basis. A full-time student is generally defined as one who carries at least 12 semester credit hours as an undergraduate or nine semester credit hours as a graduate student.

New Jersey First Act: In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principal residence in New Jersey within one (1) year of employment. For additional information, please visit website listed below.
<https://www.nj.gov/labor/research-info/njfirst.shtml>

HOW TO APPLY

Documents Required To Apply:

- [Treasury Internship Application](#)
- Resume
- Cover Letter
- Copy of Unofficial Transcript
- Two (2) letters of recommendation

Please submit the documents listed above by 5:00 p.m. on November 6, 2023 to the following email address:

Treasury Internship Recruiter
Treas.Internship@treas.nj.gov
(Please list "2023-014-I Records" in the Subject Line)

Interviews will be granted on the basis of the resume.

The State of New Jersey is an Equal Opportunity Employer