



State of New Jersey

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

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Governor

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Lt. Governor

GURBIR S. GREWAL
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Acting Administrator

July 13, 2020

NOTICE OF JOB VACANCY

#20-164

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Juvenile Justice Commission, for applicants who meet the requirements specified below:

TITLE: Analyst Trainee
SALARY: \$43,753.77 to \$45,731.91
LOCATIONS: Juvenile Justice Commission
Support Services/Special Projects
1001 Spruce Street
Trenton, New Jersey 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of a supervisor in Support Services/Special Projects Office, Juvenile Justice Commission, as a trainee and productive worker, receives on the job training in analytic practices/procedures and application and research and preparation of reports, completes assignments which will provide practical analyst experience and/or learns to review and analyze financial reports; does other related work.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. *Applicants must submit proof of Bachelor's degree completion to be considered. Therefore, one of the following items must be submitted together with a resume: (1) a copy of your college diploma or (2) a copy of your final unofficial transcripts, which indicates the date your degree was conferred and the type of degree awarded. Failure to submit proof of degree completion, as aforementioned, will result in disqualification from consideration. Matriculating students cannot be considered.*

LICENSE: Appointee 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.

ADVANCEMENT: Appointees who successfully complete the 12-month trainee period will be eligible for advancement to the following title under Civil Service Commission procedures: Administrative Analyst 1. *The inability of an employee in the Analyst Trainee title to attain a level of performance warranting advancement to the Administrative Analyst 1 title shall be considered cause for separation.*

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy #20-164 a copy of your college degree or unofficial transcript with date degree awarded and type of degree conferred (one is required for consideration) and a current resume on or before the closing date of July 27, 2020 to:

Recruitment Officer
jjcrecruitment@jjc.nj.gov

-OR-

Juvenile Justice Commission
Office of Human Resources- Recruitment Officer
P.O. Box 107, Trenton, NJ 08625-0107

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

