NEW JERSEY DEPARTMENT OF STATE
P.O. BOX 459 TRENTON, NJ 08625

NOTICE OF JOB VACANCY
(Pending Approval)

ISSUE DATE: March 5, 2020
CLOSING DATE: March 19, 2020

DIVISION: Programs – Center for Hispanic Research
And Development
33 W. State St. Trenton

SALARY: $43,753.77 - $45,731.91

TITLE: Analyst Trainee
POSTING # STA-2020-003

DEFINITION: Under the direction of a supervisor in a State department or agency, 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.

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.

NOTE: All college degrees (both U.S. and non-U.S.) and/or transcripts from a college or university must already be evaluated for accreditation by the closing date of the posting. Transcripts must be submitted with your resume. Failure to comply with these requirements may result in ineligibility.

ADVANCEMENT: Appointees who successfully complete the 12-month training period will be eligible for advancement to one of the following titles under Civil Service Commission procedures: Fiscal Analyst; Operations Analyst; Procedures Analyst; Administrative Analyst 1; Examiner 1, Credentials; Property Management Services Specialist 1, Research Analyst 1, Report Examiner, Procurement Specialist 3 or Administrative Analyst 1, Information Systems.

The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.
AUTHORIZATION TO WORK:  Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

OPEN TO:  Anyone who meets the requirements stated above.

APPLICANT INFORMATION:  Applicants should submit a cover letter with announcement number, resume, employment application (employment application can be found here) https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf and college transcripts by the closing date to Employment.Recruiter@sos.nj.gov

*Responses received after the closing date may be considered if the position is not filled.

The New Jersey Department of State is an Equal Opportunity Employer