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

NOTICE OF JOB VACANCY  
(Repost)  

ISSUE DATE: April 1, 2021 CLOSING DATE: April 16, 2021  
OPEN TO: (X) DOS EMPLOYEES  
(X) STATEWIDE (STATE EMPLOYEES ONLY)  
SALARY: $54,684.00 - $77,418.81  
DIVISION: Administration  
POSTING # STA-2021-002  
TITLE: Administrative Analyst 2, Procurement  

DEFINITION: Under the limited supervision of an Administrative Analyst 4, Procurement or other supervisor in a state department, institution, or agency, assists in the review, and analysis of procurement transactions, proposals, goods, commodities or services, in order to ensure efficient and effective procurement; does related work as required.  

REQUIREMENTS:  

EDUCATION: Bachelor’s degree from an accredited college or university.  
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 (if required) must be submitted with your resume. Failure to comply with these requirements may result in ineligibility.  

EXPERIENCE: Two (2) years of experience in procurement through the competitive bidding process for a large public or private organization.  
NOTE: Preference will be given to candidates with experience working with NJSTART, MACS-E, NJCFS, and knowledge of out of state travel.  
NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with (30) semester hour credits equal to one (1) year of experience.  
NOTE: A Master’s degree in Business Administration, Public Administration, Economics, Finance or Accounting may be substituted for one (1) year of experience.  

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 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: Current state employees serving in a permanent capacity for an aggregate of at least one (1) year in a competitive title immediately preceding the posting date and meet 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