



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 – 005 – S	ISSUE DATE: January 5, 2026	CLOSING DATE: January 20, 2026
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TITLE: Records Analyst 3	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Revenue and Enterprise Services	TITLE CODE: 74201 RANGE: P18
UNIT: Records Management Services (RMS) Unit	WORKWEEK: 35 Hours
LOCATION: 33 West State Street, Trenton, NJ 08608	SALARY RANGE: \$56,253.35 - \$81,896.85

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Revenue and Enterprise Services is seeking a Records Analyst 3. Under the direction of a Records Analyst 1, reviews and analyzes current and proposed records management systems, procedures, methods, and problems, responsiveness, and legal compliance of records systems in general.

Reviews and analyzes records management systems, methods, and procedures, with an emphasis on the effective and efficient use of computer-based technologies to capture, generate, process, store, access and preserve electronic records. Work with client agencies to review their record storage practices and assist them as they consider new procedures and technologies for record storage, especially when considering alternatives to microfilm, such as digital storage.

Provide consultation for records inventory and scheduling procedures, records disposition, records storage, disaster recovery, vital records, and micro-graphic storage alternative for participating agencies. Assist agencies in conducting detailed studies of their records management systems, and the functions and use of record retention schedules, with a focus on effective and efficient choices of storage options and services ranging from on-premises systems to records center and Cloud-based services.

Participate in records management training sessions to public. Prepares bulletins, manuals or procedure and other training and instruction materials for use by agency records management liaisons, record supervisors and staff.

Monitor the preparation, revision and maintenance of certifications of image processing systems for assigned State and local agencies. Maintain tracking of historical and current data on the status of certification for State and local government agencies. Perform check of the Division's database to ensure that all information on certifications have been correctly completed and histories accurately documented. Review new or revised applications for certification for action by the State Records Committee.

Oversee the timely and accurate approval of electronic disposition requests within the Artemis system submitted by assigned state, local, or other participating agencies. Develops and revises procedures, systems and methods; and provides recommendations for record retention schedules for government agencies.

Provide professional and courteous customer service for inquiries received in the unit.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.



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POSITION REQUIREMENTS

Education & Experience:

Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester-hour credits are equal to one (1) year of relevant experience.

Five (5) years of professional experience involving the review, analysis, and evaluation of records management systems, administrative practices, and recommendation of improved methods in a business, government agency, or archives.

OR

Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.

OR

Possession of a Master's Degree in Public Administration, Business Administration, Library and Information Science or other related field from an accredited college or university.

Note:

"Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

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.

IMPORTANT NOTES

Open to the following:

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.

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 and must be included in your application submission by the closing date.

NJ SAME Program:

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit <https://nj.gov/csc/same/overview/index.shtml>.

NJ Veteran's Preference:

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

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

If you are qualified, please submit the documents listed below by 5:00 p.m. on January 20, 2026:

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

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2026 - 005 - S Records Analyst 3" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer