



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2026-090-P	<b>ISSUE DATE:</b> July 7, 2026	<b>CLOSING DATE:</b> July 21, 2026
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<b>TITLE:</b> Analyst Trainee	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> Taxation	<b>TITLE CODE:</b> 55300 <b>RANGE:</b> P 95
<b>UNIT:</b> Multiple	<b>WORKWEEK:</b> 35 Hours
<b>LOCATION:</b> 3 John Fitch Way, Trenton, NJ	<b>SALARY RANGE:</b> \$51,479.83 - \$53,807.27

### JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Taxation is seeking Analyst Trainees. Under the direction of a supervisor, as a trainee and productive worker, appointees will receive on the job training in the collection, review, evaluation, and analyzation of current procedures and processes, including but not limited to financial reports; does other related work.

#### Opportunities are available in the following units:

**Data Systems & Technology Solutions:**

Individuals appointed to Data Systems & Technology Solutions will assist in the development of yearly Tax forms, including the implementation and maintenance of the new forms and any removal of old or outdated information under new Legislation. The appointee will master and operate agency data systems—including Teradata SQL, MS Access, Excel, and Power BI—to build and maintain reports, as well as design and code for any necessary programs needed for ad hoc requests. The appointee may be asked to attend occasional training on the use and functionality of the various systems and/or reports implemented by Data Systems. The appointee will require strong communication and analytical skills to collaborate with Project Owners and co-workers to identify project needs and recommend solutions. Responsibilities include consulting on revenue-generating projects, designing and writing programs, executing tests, providing ongoing lifecycle support, and documenting final results to determine success rates. Appointees will be tasked with designing and executing targeted test and validation programs for the new Taxation STAR system.

**Chief of Staff's Office- Office of Disclosure:**

Individuals appointed to Office of Disclosure will assist in the review and evaluation of exempt organization submissions to ensure accuracy, proper documentation, and compliance with applicable statutes and regulations to alleviate a growing backlog of cases. The appointee will assist in receiving, logging, and reviewing background check requests submitted to the Office of Disclosure to ensure statutory requirements are followed in the release of information by compiling supporting documentation and verifying information. The appointee will assist in the intake, tackling, and initial review of OPRA requests to determine completeness and scope, as well as gather responsive documents from various unis, and assist in preparing drafts of OPRA responses, redaction notes, or explanation letters. The appointee will assist in office operations related to disclosure activities and evaluating efficiency, effectiveness, and alignment with administrative objectives by identifying wasteful, duplicative, or outdated administrative practices, assisting in developing/updating unit manuals, procedures, and reporting tools, and learning to use tracking tools and record keeping systems.



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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 and/or in the Department's Alternate Workweek Program (AWP), which offers eligible employees alternative work hours and schedules to facilitate a more vital work-life balance. The AWP does not change the number of hours worked per pay period; however, it allows for a varied distribution of work hours during the week to grant an additional day or half-day(s) off, as approved by management. Details will be made available throughout the interview process.

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.

### 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.

Four (4) years of professional experience relevant to the position.

-OR-

Possession of a bachelor's degree 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:** 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.

### IMPORTANT NOTES

**Advancement:** Appointees to a trainee title will serve a four (4) month working test period and a one (1) year training period concurrently. Upon successful completion of a one (1) year training period, the incumbent will be advanced to the journeyman title. Please refer to the Advancement section located at the bottom of the [title specification](#) (title code 55300) for a comprehensive list of approved journeyman titles related to this trainee title. A Civil Service examination is not required for this advancement.



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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](mailto: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 July 21, 2026:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)
- If you have established Veteran's Preference, you must include a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS to apply your preference to this job vacancy posting.
- 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.

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2026-090-P- Analyst Trainee" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

*Antoinette Sargent/ed*  
Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*