NEW JERSEY DEPARTMENT OF THE TREASURY
NOTICE OF VACANCY

POSTING #:	ISSUE DATE:	CLOSING DATE:
2026 - 140 - P	November 18, 2026	December 3, 2026

TITLE: Pensions Benefits Specialist Trainee	**OPEN TO:** General Public
DIVISION: Pensions and Benefits	**TITLE CODE:** 53650 **RANGE:** P95
UNIT: Client Services - Telecommunications	**WORKWEEK:** 35 Hours
LOCATION: 50 West State Street, Trenton, NJ	**SALARY RANGE:** $53,281.62 - $55,690.52

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Pensions and Benefits (NJDPB) administers one of the largest public employee benefits programs in the nation, consisting of ten separate retirement systems serving more than 500,000 active members and 300,000 retirees, two health benefits programs covering more than 800,000 employees, retirees, and their family members, three supplemental retirement savings programs, and several other employee benefit programs. The Division's mission is to provide quality benefits and services that meet the needs of our clients and others we are committed to serve, through an efficient and responsive workforce. The Division seeks Pensions Benefits Specialist Trainees to fill multiple vacancies across the Division.

Under the close supervision of a Pensions Benefits Specialist 3 or other supervisory official in the Division of Pensions and Benefits, Department of the Treasury, as a trainee and productive worker, learns to provide information to clients on retirement and health benefits programs; make final reviews of contributions reports; process employee benefits involving eligibility determinations and computations; does other related duties as required.

Provides assistance to participating employers and members regarding employee benefit support and employer reporting programs administered by the Division. Counsels clients on retirement and health benefit plans, explains available program options, and determines member eligibility for benefits.

Reviews, verifies, and processes retirement and health benefit applications for members and beneficiaries. Audits member accounts, researches discrepancies, and completes corrective transactions as necessary to ensure account accuracy.

Processes adjustments resulting from enrollment date changes, court-ordered decisions, negotiated settlements, legislative changes, birth date discrepancies, and workers' compensation reductions. Handles underpayments and overpayments involving pension contributions, arrears, back deductions, insurance premiums, and loans, taking appropriate action to secure amounts due and update member accounts accordingly.

Reconstructs, recalculates, and reactivates accounts for members returning to service following withdrawal or retirement and coordinates reinstatement activities with the appropriate sections. Prepares retirement, purchase, and loan estimates and drafts correspondence to members, employers, beneficiaries, and other interested parties.

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JOB DESCRIPTION CONTINUED

Maintains records and files, performs mathematical calculations with accuracy, and compiles statistical information for inclusion in monthly work reports. Utilizes various electronic and manual recording and information systems used by the agency, office, and related units to support operational and administrative functions.

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.

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 in the operation of retirement or health insurance programs.

-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.

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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 53650) for a comprehensive list of approved journeyman titles related to this trainee title. A Civil Service examination is not required for this advancement.

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.

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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 December 3, 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
(Please list the "2026- 140 - P Pensions Benefits Specialist Trainee" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Sandi DeLuca

Sandi DeLuca, Acting Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer