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GOVERNOR

STATE OF NEW JERSEY
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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November 1, 2017
NOTICE OF JOB VACANCY
#17-272

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of State Police, for applicants who meet the requirements specified below:

TITLE: Analyst Trainee
SALARY: \$41,230.15
LOCATION: Division of State Police
Administration Section
Facility & Asset Control Bureau
River Road, W. Trenton, NJ

NUMBER OF VACANCIES: One (1)

DUTIES: Under the direction of a supervisor in the Division of State Police, as a trainee and productive worker, receives on the job training in Land Building Asset Management (LBAM) and the duties of the LBAM Coordinator; will learn how to assist with the implementation of programs that identify best practices and weaknesses as they relate to operational improvement and learn how to make recommendations to implement initiatives that can improve operations; will learn how to research, identify and recommend improvements for the LBAM Coordinator to review; will learn how to assist the LBAM Coordinator with maintaining control and accountability of Division capital assets and improvement programs, including: land and building improvements, space utilization, risk management/loss reporting, leasing, equipment and software development; 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.

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: Administrative Analyst 1. *The inability of an employee in this title to attain a level of performance warranting advancement to the title listed above shall be considered cause for separation.*

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.

RESUME NOTE: Eligibility determinations will be based only upon information presented in resume. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

If interested, please send a cover letter indicating job vacancy #17-272, current resume and unofficial college transcripts or copy of degree (required) before the closing date of November 15, 2017 to:

njsp_resumes@gw.njsp.org

-OR-

*Terri Kuntz, Manager 2
Division of State Police
Office of Human Resources
PO Box 7068, W. Trenton, NJ 08628-0068*

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

