The State of New Jersey, Department of the Treasury, Division of Administration seeks two individuals, one for the Special Administrative Services Unit (SAS) for the Office of Fiscal & Resources and one for the Director’s Office. Both individuals will report to and take direction from supervisors. Main duties and responsibilities in this position include, but are not limited to, completing the appraisal, analysis, and review of current department administrative procedures, organization, and performance and helps to prepare recommendations for changes and/or revisions, providing assistance for the Semi-Mac Program, Electric Vehicle Initiative, Grants processing, Integrity Monitoring, and procurement and contracts. Skills include; proficiency in Microsoft Office and advanced knowledge with Excel, experience with Business Objects reporting, knowledge of procurements and purchase orders, excellent writing, communication and organization skills, ability to thoroughly analyze data and other administrative duties. Standard workweek is Monday through Friday. Position offers a comprehensive benefits package including medical, and prescription drug coverage, benefit leave, pension, supplemental pension plan, tax saving programs, and paid holidays.

This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details will be made available throughout the interview process.

**POSITION REQUIREMENTS**

Open to the following: Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed below. This is not a promotional announcement. 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.

Education: Graduation from an accredited college or university with a Bachelor's degree. Proof of degree is required.

Experience: Three (3) years of experience in work involving the review, analysis, and evaluation of the administrative, business, and/or operational policies, procedures, practices, and processes and/or the technological requirements of an organization for the purpose of revising/enhancing existing information systems and/or developing/acquiring and implementing new IT solutions and services.

Note: Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

Note: A Master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management from an accredited college or university may be substituted for one (1) year of the indicated experience.
IMPORTANT NOTES

Veteran’s Preference: Veterans must provide proof of New Jersey Veteran’s Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran’s Status. For more information, please visit: [http://www.state.nj.us/csc/seekers/veterans](http://www.state.nj.us/csc/seekers/veterans).

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. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency: In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: [https://nj.gov/labor/lwdhome/njfirst/NJFirst.html](https://nj.gov/labor/lwdhome/njfirst/NJFirst.html).

Work Authorization: Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on July 5, 2022:

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

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the “2022-055-S – AA3 Administration” in the Subject Line)

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

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by: Antoinette Sargent

Antoinette Sargent, Human Resource Officer

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