

**NEW JERSEY DEPARTMENT OF LABOR AND
WORKFORCE DEVELOPMENT
NOTICE OF JOB VACANCY**

Posting
Number:
2016-14

Title Various Trainee Titles	Effective date/closing date of this notice 02/26/2016 to 03/27/2016
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Range and Salary P95 \$41230.15 To \$43094.21	Positions Available TBD	Division/Location(s): Statewide
		Position(s) open to (Unit Scope): Statewide Public/Private

Job Description/Civil Service Commission Requirements:

EMPLOYMENT SERVICES TRAINEE

Position Description: This is an entry level professional position which may be assigned to five different divisions within the Department. Duties may involve interviewing and classifying job applicants for employment; making employer tax computations and determinations; determining claimant eligibility for temporary disability benefits and/or unemployment insurance; assisting in investigations involved in observance of Title 34, New Jersey Statutes.

Requirement: Graduation from an accredited college or university with a Bachelor's degree.

EMPLOYMENT SERVICES TRAINEE, VETERANS SERVICES

Position Description: Interviewing and classifying veteran's for employment.

Requirement: Graduation from an accredited college or university with a Bachelor's degree. Special Note: Appointment to this title will be made in accordance with Title 38 United States Chapter 41: (1) Disabled Veterans, (2) Veterans, and (3) otherwise qualified persons as specified.

PROGRAM SPECIALIST TRAINEE

Position Description: Assists with the professional, administrative, and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of programs serving the socio-economic needs of specific client populations.

Requirement: Graduation from an accredited college or university with a Bachelor's degree. Preferred Education and Experience: Graduation from an accredited college or university with a Master's degree in Public

Policy, Social Work, Labor Relations, Economics, Public Administration, Planning or related field. Experience: One year of experience in the field of Workforce Development or Education.

AUDITOR ACCOUNTANT TRAINEE

Position Description: Conducts audits and investigations of employer compliance to the tax provisions of various laws, examines records to determine the accuracy of employer liabilities, prepares audit reports, makes field and office audits to evaluate program objectives and effectiveness, reviews the utilization of fiscal resources, and/or keeps financial records and reports.

Requirement: Bachelor's degree including or supplemented by twenty one (21) credits in professional accounting. Possession of a valid Certificate as a Certified Public Accountant or Registration as a Public Accountant issued by the New Jersey State Board of Accountancy may be substituted for the required degree in accounting.

LABOR MARKET ANALYST TRAINEE

Position Description: Performs routine office and/or field duties associated with the collection, generation, coding, analysis, dissemination and validation of labor market, economic, demographic, or labor-related program data; does other related duties as required.

Requirement: Bachelor's degree including or supplemented by fifteen (15) credits in economics, mathematics, or statistics, at least three (3) credits of which must have been in statistics.

Note: Starting salary for this position is \$43,094.21

INVESTIGATOR TRAINEE

Position Description: Performs routine office and/or field duties to investigate alleged non-compliance with State statutes and regulatory requirements; does other related duties.

Requirement: Graduation from an accredited college or university with a Bachelor's degree. **Note:** Starting salary for this position is \$43,094.21

Please Note: If you expect to earn your Bachelor's degree this year you may apply at this time. However, you can not be offered a position until you graduate and provide proof of degree to this office.

VETERANS PREFERENCE: For information on Veterans Preference, please visit the Civil Service Commission's website at www.state.nj.us/csc/seekers/veterans/

INSTRUCTIONS: Your cover letter, resume, and proof of degree must be postmarked by the closing date of this announcement and mailed to the address below. Please include your daytime phone number and email address. If you qualify and would like to be considered for more

than one title include that information in your cover letter. If you are applying to a position that requires specific credit requirements you must include transcripts.

**NJ Department of Labor and Workforce Development
Office of Human Resources and Labor Relations
P.O. Box 044
Trenton, NJ 08628-044**

Your documents will be reviewed and if eligible, your name will be recorded into our recruitment database. This database will be used to fill positions for one year from the closing date of this announcement. You may be contacted at any time during this timeframe to be scheduled for an interview.

This is not a promotional announcement. This posting may result in personnel actions which will require final approval by the Department of Labor and Workforce Development and the Civil Service Commission in accordance with Civil Service Commission rules and regulations.

The New Jersey Department of Labor and Workforce Development is an Equal Opportunity/Affirmative Action Employer.

In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency or approved exemption within one (1) year of employment.

Posting Authorized by Director of Human Resources Department of Labor and Workforce Development Office of Personnel Services-12 th floor P.O. Box 044 Trenton, New Jersey 08625-0044	Title Code Various
	Mnemonic(s) Various

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[Previous Page](#)