

# OFFICE OF ADMINISTRATIVE LAW

## NOTICE OF VACANCY



### ADMINISTRATIVE ANALYST 3

### FISCAL MANAGEMENT

SALARY RANGE: \$68,635.84 - \$97,643.83 (P26)

WORKWEEK: NL (35 HOUR)

POSTING PERIOD: August 27, 2020 - September 9, 2020

OPEN TO:  Unit Scope: \_\_\_\_\_  Division Wide  Open to General Public

Department Wide (open to Treasury employees)

State Wide (all Departments/State employees)

DIVISION/LOCATION:  
Office of Administrative Law  
Quakerbridge Plaza, Building 9  
Mercerville, NJ 08690

**JOB DESCRIPTION:** The Office of Administrative Law (OAL) provides the citizens of New Jersey with a forum for the fair and impartial resolution of contested cases arising out of New Jersey State agencies by independent Administrative Law Judges who conduct hearings and render initial decisions. It seeks an experienced and innovative professional level individual committed to public service with the ability to strategically manage OAL's \$12+ million budget. Serving as its Fiscal Specialist housed in Mercerville and reporting directly to the Director and Chief Administrative Law Judge, this position manages OAL's budget and spending processes, as well as its purchasing, accounting and banking functions, to ensure cost-effective support of all programs. Performs other related duties as required

#### REQUIREMENTS:

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in any combination of accounting, business administration, economics, or finance courses. **Submissions MUST include proof of degree and transcripts (official/unofficial) documenting the possession of required credit hours.**

**NOTE FOR 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 submission. Failure to submit the required evaluation may result in an ineligibility determination.

**EXPERIENCE:** Three (3) years of experience in work involving fiscal analysis and evaluation, budgeting, and management operations in government, business, and/or a management consulting firm.

**NOTE:** Applicants who do not possess the Bachelor's degree, but who do possess the twenty-one (21) semester hour credits as listed above, may substitute the remaining education with experience as indicated above 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 from an accredited college or university in one of the areas listed above may be substituted for one (1) year of experience; a Doctorate degree in one of the areas listed above may be substituted for two (2) years of experience.

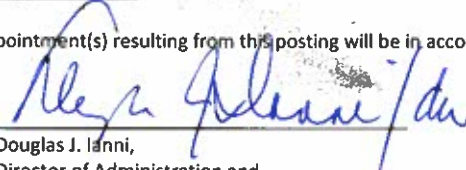
If you are interested in this employment opportunity, please send your cover letter, resume and Application for Employment via email only, by the deadline listed above. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

NJ Department of the Treasury  
Division of Administration/Human Resources  
Employment Recruiter  
Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)  
(Please use "Administrative Analyst 3 Fiscal Management" in the Subject Line)

Your application for employment must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application. To obtain an application for employment, go to: <https://www.nj.gov/treasury/administration/pdf/hr-application.pdf>.

**THIS IS NOT A PROMOTIONAL ANNOUNCEMENT.** Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:

  
Douglas J. Ianni,  
Director of Administration and  
Human Resources Officer

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