



**JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

- Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- Interested individuals who meet the stated requirements

Issue Date: May 13, 2022

Posting No.: 150-22

TITLE: Administrative Analyst 3, Procurement **SALARY:** \$71,408.73 - \$101,588.61

LOCATION: Central Office, Office of Financial Management, Bureau of Procurement and Contract Management – Trenton, NJ

JOB DESCRIPTION: Under general supervision of an Administrative Analyst 4, Procurement or other supervisory official in a state department, institution, or agency, assists in the review and analysis of procurement transactions, proposals, goods, commodities or services, in order to ensure efficient and effective Procurement; does related work as required.

REQUIREMENTS

EDUCATION: A Bachelor's degree from an accredited college or university.

EXPERIENCE: Three (3) years' experience in the procurement/purchasing process through the competitive bidding process for a large public or private organization.

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 credit hours being equal to one (1) year of experience.

NOTE: A Master's degree in Business Administration, Public Administration, Economics, Finance or Accounting may be substitute for one (1) year of experience.

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.

PLEASE INCLUDE RESUME AND COPY OF TRANSCRIPTS (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN MAY 27, 2022.

Forward Response To: Civilian Recruitment – Office of Human Resources
Central Office Regional Personnel Services, Region 6
P.O. Box 863
Trenton, NJ 08625-08635

Emailed resumes are to be sent only to: Civilian.Recruitment@doc.nj.gov