



State of New Jersey

ELECTION LAW ENFORCEMENT COMMISSION

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Chairman

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Commissioner

NORMA R. EVANS
Commissioner

JON-HENRY BARR
Commissioner

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AMANDA S. HAINES
Executive Director

JOSEPH W. DONOHUE
Deputy Director

THERESA J. LELINSKI
Legal Director

AUREA VAZQUEZ-ALEXANDER
Compliance Director

EDWIN R. MATTHEWS
Legal Counsel

**February 12, 2025
Notice of Job Vacancy
#2025-02**

A non-competitive opportunity currently exists in the classified service within the Election Law Enforcement Commission for applicants who meet the minimum job requirements specified below:

TITLE: Analyst Trainee

SALARY: \$49,738.97 - \$51,987.70 (P95)

LOCATION: Election Law Enforcement Commission
25 South Stockton Street, 5th Floor
Trenton, NJ 08608

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under close supervision of the Director of Compliance, will review and audit candidate, committee, lobbyist, and personal financial disclosure reports for compliance with statutes and regulations overseen by the Commission; Presents informational training seminars to filing entities to ensure compliance with campaign, lobbying, business entity disclosure and personal financial disclosure laws; Provides assistance and expertise on electronic filing for all filers as needed; Maintains knowledge of the requirements pertaining to the Gubernatorial Public Financing Program and application process for public funds by qualified candidates. Supports the review of candidate submissions for public funds utilizing the Public Financing application; Other related duties as required.

NOTE: Appointees who successfully complete the twelve (12) month training period will be eligible for promotion to the title of Report Examiner, in accordance with Civil Service Commission procedures. The inability of an employee in this title to attain a level of performance warranting advancement to the title of Report Examiner shall be considered as cause for separation.

REQUIREMENTS

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

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.

SAME APPLICANTS: If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated above. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

If interested in the above position, please send a cover letter, resume, and a copy of your transcript (may be unofficial at this time) via email by 4:00 pm on the closing date of March 12, 2025 to:

NJ Election Law Enforcement Commission
Email: Employment@elec.nj.gov
Subject Line: Analyst Trainee

PRIVATE PRACTICE AND PARTISAN POLITICAL ACTIVITY PROHIBITED

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.

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.

Located at: 25 South Stockton Street, 5th Floor, Trenton, New Jersey