

Township of Willingboro

NON-COMPETITIVE ANNOUNCEMENT

ANALYST TRAINEE – 08056

PUBLIC SAFETY DEPARTMENT

NON-COMPETITIVE APPOINTMENT

A full time position is available in the Police Department for the title – *Analyst Trainee– 08056*. See job specification attached.

In order to be eligible to apply for this position the applicant:

-Must meet all of the requirements listed in the job specification for *Analyst Trainee- 08056* (See job specification attached)

-Must have graduated from an accredited college or university with a Bachelor's degree

-Candidate should have the ability to collect and compile data and other information required to complete analytical studies for law enforcement.

-Candidate should have the ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions and recommendation for law enforcement.

Please be aware, in order to become permanent in this title all eligible candidates must complete a 12 month training period and successfully complete a 3 month Working Test Period.

EXPERIENCE REQUIRMENTS:

Experience as a Law Enforcement Analyst helpful

LICENSE:

Appointee 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 essential duties of the position

WORK HOURS/SALARY

This is a full-time, non-represented position (Confidential). Work days and hours will be determined by the supervisor to fit the needs of the Police Department.

Salary Range \$40,000 to \$55,000.

A letter of interest and resume should be submitted to the Township Manager, Room 206 Municipal Complex, One Rev. Dr. Martin Luther King, Jr. Drive, Willingboro, NJ 08046, but addressed to the **Attention of: Kinamo Lomon, Public Safety Director.** Letter of interest along with your resume must be received no later than 03/01/2021

You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification

ANALYST TRAINEE

DEFINITION

Under the direction of a supervisor in a local department, or agency, as a trainee and productive worker, receives on the job training in analytic practices/procedures and their application; completes assignments which will provide practical analyst experience; does other related work.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Under supervision, as trainee and productive worker:

Reviews assigned projects; learns to identify the information, tools and research methods required for project completion.

Learns to review, interpret and evaluate data, contracts, regulations, or other information relevant to the agency..

Learns to collect and compile data and other information required to complete analytic studies.

Learns to prepare charts, graphs and other pictorial materials.

Learns to conduct operational audits, workflow and other assessments.

Learns to interpret laws, rules, regulations, standards, policies and procedures and apply them to specific situations.

Learns to review and evaluate documents to ensure compliance with Local, State, Federal or other requirements.

Learns to examine documents for authenticity.

Learns to identify problems and recommend solutions.

Learns to assist in the review and evaluation of fiscal and/or administrative practices, organizational structure, or operating systems and provides recommendations for changes and improvements.

Prepares clear, sound, accurate, and informative reports containing findings, conclusions and recommendations.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

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

LICENSE:

Appointee 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.

KNOWLEDGE AND ABILITIES:

Knowledge of the methods used to collect and analyze data.

Knowledge of report writing methods.

Ability to prepare charts, graphs and other pictorial materials.

Ability to review, interpret and evaluate data or other information.

Ability to conduct reviews, studies, audits, evaluations and other assessments.

Ability to read and interpret laws, rules, regulations, standards, policies and procedures and apply them to specific situations.

Ability to review and evaluate documents to ensure compliance with State, Federal or other requirements.

Ability to examine documents for authenticity.

Ability to work cooperatively with co-workers and supervisory staff.

Ability to learn to prepare technically sound, accurate and informative reports.

Ability to maintain essential records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

ADVANCEMENT

Appointees who successfully complete the 12 month training period

will be eligible for advancement to one of the following titles under Civil Service Commission procedures: Program Monitor (04700); Assistant Administrative Analyst(00302@); and Assistant Program Analyst (00654).

The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
08056		L		N	N/A	20		-

This job specification is for **local** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

10/4/2014