



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN
Attorney General

TAHESHA L. WAY
Lt. Governor

ERIN ZIPPEL
Chief Administrative Officer

April 4, 2025
NOTICE OF JOB VACANCY
#25-116

An opportunity currently exists in the classified service with the Department of Law & Public Safety, Division of Administration, for applicants who meet the requirements indicated below:

TITLE: Building Management Services Specialist Trainee

SALARY: \$49,738.97

LOCATION: [Division of Administration](#)
Facilities / Support Services Section
25 Market Street, Trenton NJ
Statewide travel between office locations required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the close supervision of a Building Management Services Specialist 3 or other supervisory official in a state department, institution, or agency, as a trainee and productive worker, learns to complete routine, analytical or other basic professional work required to provide or support the provision of building management, operation, maintenance, security, service and/or renovation programs; does other related duties as required. Please see the Civil Service Commission (CSC) job specification for additional information: info.csc.nj.gov/jobspec/46705.htm

REQUIREMENTS

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Four (4) years of professional experience in the coordination and/or implementation of building management programs including building/property operations analysis, program development, organizational and/or fiscal planning, and/or cost efficiency programs, special building service programs, security, or a related field.

OR

Possession of a bachelor's degree from an accredited college or university. *Applicants must submit proof of bachelor's degree completion to be considered: a copy of your final unofficial transcripts, which indicates the date your degree was conferred and the type of degree awarded.*

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

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.

ADVANCEMENT: Appointees who successfully complete the twelve (12) month training period will be eligible for advancement to the Building Management Services Specialist 1 title in accordance with the New Jersey Civil Service Commission procedures. *The inability of an employee in a trainee title to attain a level of performance warranting advancement shall be considered cause for separation.*

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 below. For more information on the SAME Program email: SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

RESUME NOTE: Eligibility determinations for experience and education will be based upon the resume and unofficial transcripts submitted at the time of application. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see [CSC foreign degree information](#)). Failure to do so may result in disqualification of your education towards eligibility.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

HOW TO APPLY: If qualified, please submit a cover letter indicating interest in job vacancy announcement #25-116, a current resume and a copy of your final unofficial transcripts and/or foreign degree evaluation (for education credit), to the Recruitment Coordinator using the following [link](#) on or before the closing date of **April 18, 2025**. Applications will not be accepted via email.

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.

