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Governor

State of New Jersey  
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Administrator

**April 22, 2016**  
**NOTICE OF JOB VACANCY**  
**#16-104**

**Applicants for posting #16-01 need not reapply**

An opportunity currently exists in the unclassified service within the Department of Law and Public Safety, Division of Gaming Enforcement, for interested applicants who meet the minimum job requirements specified below:

**TITLE:** Administrative Analyst 3                      **OR**                      Administrative Analyst 2  
**SALARY:** \$64,677.09 - \$92,011.89 (P26)                      \$51,529.95 - \$72,953.46 (P21)  
**LOCATION:** Division of Gaming Enforcement  
Tennessee Avenue and the Boardwalk  
Atlantic City, NJ 08401

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under direction of an Administrative Analyst 4 in the Revenue Unit, performs statutory, regulatory, operational and administrative functions of the Revenue Unit. Provides information, technical advice and recommendations to management on issues related to revenues to the Casino Control Fund. Ensures all license fees, taxes, fines and miscellaneous fees due are collected in a timely manner and are properly recorded in the unit's accounting system and NJCFS. Maintains accurate accounting records for the Casino Control Fund culminating in the preparation of comprehensive financial statements for the fund.

**REQUIREMENTS:**

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

**NOTE:** Twelve (12) credits in accounting is preferred.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated below on a year-for-year basis.

**EXPERIENCE: Administrative Analyst 3:** Three (3) years of experience in work involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for recommendation, planning, and/or implementation.

**Administrative Analyst 2:** Two (2) years of experience in work involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for recommendation, planning, and/or implementation.

**NOTE:** A Master's degree in Public Administration, Business Administration, Economics, Finance, or accounting may be substituted for one (1) year of indicated 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.

**TO APPLY:** Send resume, copy of college transcript(s), and letter of interest indicating the job vacancy number before the closing date of May 5, 2016 to:

Robert Peterman, HR Manager  
Division of Gaming Enforcement  
140 East Front Street  
P.O. Box 047  
Trenton, NJ 08625-0047  
Email: [jobs@njdge.org](mailto:jobs@njdge.org)

**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.