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GOVERNOR

STATE OF NEW JERSEY
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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ADMINISTRATOR

May 16, 2016
NOTICE OF JOB VACANCY
#16-129

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

TITLE: Research Analyst 1

SALARY: \$45,053.25 to \$63,537.63 (P18)

LOCATION: Division of Gaming Enforcement
Service Industry Licensing Bureau
140 E. Front Street
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of the Deputy Chief and/or Supervising Attorney, utilizes the Service Industry Licensing Bureau (SILB) tracking systems daily to assist with the maintenance of accurate, up to date statuses of all Petition files requiring waivers of qualification, Pendent Qualifiers to ensure the meeting of deadlines, and the tracking and recording of pending investigations that will be forwarded to SILB Gaming or Ancillary Units for investigation. Assists in the collection and interpretation of data used for monthly reporting to the Office of the Attorney General and prepares statistical reports for staffing and budgeting requirements. Compiles completed case files for Record Retention purposes. Does other related duties as required.

REQUIREMENTS

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

EXPERIENCE: One (1) year of experience in legal or legislative research, which shall have included the preparation of basic research and technical reports.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to one year of experience.

NOTE: A Juris Doctor degree or L.L.B. from an accredited law school may be substituted for the experience indicated above.

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.

If you meet the above requirements and are interested in the position, please send a cover letter (including job vacancy number) and current resume before the closing date of May 31, 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

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.

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.

