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*Administrator*

**May 23, 2016**  
**NOTICE OF JOB VACANCY**  
**#16-134**

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 1, Information Systems

**SALARY:** \$47,107.07 - \$66,514.31 (P19)

**LOCATION:** Division of Gaming Enforcement  
1300 Atlantic Avenue  
Atlantic City, NJ 08401

**NUMBER OF POSITIONS AVAILABLE:** Two (2)

**DUTIES:** Under direction of a supervisory official in the Technical Services Bureau, assists in the formation, development, implementation, and quality control of the various manual, mechanical, and data processing systems of the organization; assists in the coordination of all data processing activities for the analysis of gaming devices. The successful candidate will be responsible for testing slot machines and other electronic gaming equipment including computerized monitoring systems for compliance with New Jersey regulations and a determination of suitability for use in a New Jersey casino. Such review may include a mathematical analysis, as well as computerized and manual tests.

**REQUIREMENTS**

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

**NOTE:** A Bachelor's degree in Computer Science or Computer Engineering is preferred.

**NOTE:** Twelve (12) credits in IT/Computer Science are also preferred.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated below on a year-for-year basis with one (1) year of experience being equal to thirty (30) semester hour credits.

**EXPERIENCE:** One (1) year of experience in work involving the review, analysis, and evaluation of the administrative, business, and/or operational policies, procedures, practices, and processes and/or the technological requirements of an organization for the purpose of revising/enhancing existing information systems and/or developing/acquiring and implementing new IT solutions and services.

**NOTE:** A Master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management from an accredited college or university may be substituted for one (1) year of the 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 June 6, 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.