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Lt. Governor

State of New Jersey
DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Chief Administrative Officer

November 24, 2020
NOTICE OF JOB VACANCY
#20-252

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

TITLE: Analyst Trainee

SALARY: \$43,753.77

LOCATION: Division of Gaming Enforcement
Technical Services Industry Bureau/ Engineering
1300 Atlantic Avenue
Atlantic City, NJ 08401

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under close supervision of an 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 and internet gaming systems for compliance with New Jersey regulations and a determination of suitability for use in a New Jersey casino; participates in extensive training on the operations, procedures, and policies of the unit assigned; does other related work as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. *Applicants must submit a copy of your final unofficial transcripts, which indicates the date your degree was conferred and the type of degree awarded. Failure to submit final unofficial transcripts with your resume will result in disqualification from consideration. Matriculating students cannot be considered.*

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 12-month training period will be eligible for advancement to the title: Administrative Analyst 1 in accordance with 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.

PREFERENCE: Preference will be given to applicants with a Bachelor's degree in Computer Science or Computer Engineering and/or who possess twelve (12) credits in Information Technology/Computer Science.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

If qualified, a cover letter indicating interest in job vacancy #20-252, a copy of your final unofficial transcripts, and current resume must be received before 5:00 PM on the closing date of December 22, 2020. Please submit resume, transcripts and cover letter to:

Recruitment Coordinator
Division of Gaming Enforcement
1300 Atlantic Avenue
Atlantic City, NJ 08401

OR

Email: jobs@njdge.org

RESUMES RECEIVED AFTER 5:00 PM ON THE CLOSING DATE WILL NOT BE CONSIDERED.

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.

