



PHILIP D. MURPHY  
Governor

SHEILA Y. OLIVER  
Lt. Governor

*State of New Jersey*  
DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 080  
TRENTON, NJ 08625-0081

GURBIR S. GREWAL  
Attorney General

WILLIAM H. CRANFORD  
Acting Administrator

**January 24, 2020**  
**NOTICE OF JOB VACANCY**  
**#20-31**

A temporary employment services opportunity 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:** Special Services (Hourly Administrative Analyst)

**SALARY:** \$49.07 per hour

**LOCATION:** Division of Gaming Enforcement  
Administrative Services Bureau  
140 E. Front Street  
Trenton, NJ

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

**DUTIES:** Under general supervision of a supervisory official in the Division of Gaming Enforcement, reviews and processes fiscal and travel transactions in NJSTART/ MACSE/ NJCFS; performs complex analysis and audits; procures goods and services with minimal training; assists with the completion of forecasts and budget documents; performs internal audits to ensure fiscal compliance; maintains internal financial documents and records; does other related duties as required.

**REQUIREMENTS:**

**EDUCATION:** Graduation from an accredited college with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics or Finance courses. *Transcripts must be submitted to confirm credits earned.*

**EXPERIENCE:** Four (4) years of experience in work involving fiscal analyses and evaluation, budgeting, and management operations in government, business, and/or a management consulting firm.

**NOTE:** Applicants who do not possess the Bachelor's degree, but who do possess the (21) semester hour credits as listed above, may substitute the remaining education with experience as indicated above on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** A Master's degree in one of the areas listed above may be substituted for one (1) year of experience; a Doctorate degree in one of the areas listed above may be substituted for two (2) years of 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.

**PREFERENCE:** Preference will be given to applicants who have had previous state experience in fiscal and procurement including NJSTART, MACSE, NCFS and/or Business Objects. Knowledge of Excel.

**SPECIAL NOTE:** Positions will be filled on a part-time, temporary basis. Candidates selected to fill vacancies will be limited to 944 work hours in a fiscal year.

**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 may result in your ineligibility.

***If qualified, a cover letter indicating interest in job vacancy #20-31 copy of college transcripts, and current resume must be received before 5:00 PM on the closing date of February 21, 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](mailto: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.

