



PHILIP D. MURPHY
GOVERNOR

STATE OF NEW JERSEY
DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

GURBIR S. GREWAL
ATTORNEY GENERAL

SHEILA Y. OLIVER
LT. GOVERNOR

WILLIAM H. CRANFORD
ACTING ADMINISTRATOR

February 4, 2020
NOTICE OF JOB VACANCY
#20-33

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 Bureau
1300 Atlantic Avenue
Atlantic City, NJ 08401

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under close supervision of a supervisory official in the Technical Services Bureau as a trainee and productive worker, learns to prepare productivity reports, gaming inventory reports, and tracking of gaming test packages; will be trained to assist in the formation, development, implementation, and quality control of the various manual, mechanical, and data processing systems in the gaming industry; will be responsible for entering technical data into various tracking systems; will answer phones, schedule tours, and distribute mail as needed; does other related work.

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 following title under Civil Service Commission procedures: Administrative Analyst 1, Information Systems. *The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation.*

PREFERENCE: A Bachelor's degree in Computer Science or Computer Engineering is preferred. Twelve (12) credits in Information Technology/Computer Science is preferred. In order to receive preference, a copy of your transcript(s) must be submitted with your resume.

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 #20-33, a current resume and a copy of your final unofficial transcripts, which indicates the date your degree was conferred and the type of degree awarded must be received before 5:00 PM on the closing date of March 4, 2020. Please submit required items 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.

