



State of New Jersey

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

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

GURBIR S. GREWAL
Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

April 7, 2021 NOTICE OF JOB VACANCY #21-116

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

TITLE: Personnel Assistant 2

SALARY: \$65,565.90 to \$93,195.36

LOCATION: Division of Gaming Enforcement
Administrative Services Bureau
1300 Atlantic Avenue
Atlantic City, NJ 08401

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of a Human Resources Manager, will perform personnel work of considerable technical difficulty in the areas of retirements, benefits administration, recruitment, orientation, classification, promotions, and salary adjustments; assigns all training courses for staff; coordinates and tracks the submission of employee evaluations, financial disclosure statements, and other personnel forms; does other related work as required.

REQUIREMENTS

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

EXPERIENCE: Three (3) years of professional experience in a personnel program of a public or private organization.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

NOTE: A Master's degree in business administration, personnel administration, public administration, management, other related field may be substituted for one (1) year of the indicated experience.

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.

PREFERENCE: Preference will be given to candidates with a thorough knowledge of PMIS, Learning Management System (LMS), Civil Service Commission personnel forms and/or drafting vacancy announcements for a State of New Jersey agency.

RESUME NOTE: Eligibility determinations are 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 announcement #21-116 and current resume must be received before 5:00 PM on the closing date of April 21, 2021. Please submit resume 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.

