



## State of New Jersey

PHILIP D. MURPHY  
*Governor*

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

ANDREW J. BRUCK  
*Acting Attorney General*

SHEILA Y. OLIVER  
*Lt. Governor*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

### September 17, 2021 NOTICE OF JOB VACANCY #21-329

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:** Administrative Assistant 1  
**SALARY:** \$63,897.91 to \$90,711.70  
**LOCATION:** Division of Gaming Enforcement  
Executive Section  
140 East Front Street  
Trenton, NJ 08625

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

**DUTIES:** Under direction of the Deputy Director of the Division of Gaming Enforcement, provides and coordinates legal, investigative, and administrative support services for Executive Staff. Types complex and confidential legal documents, investigative reports and other papers and correspondence. Provides technical assistance to staff and representatives of other federal, state, and local agencies, including law enforcement agencies and gaming authorities, in accordance with established policies and procedures. Maintains information tracking databases. Compiles information in the preparation of statistical and other reports containing findings, conclusions and recommendations; does other related work.

#### **REQUIREMENTS**

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

**EXPERIENCE:** Three (3) years of experience in a business or government agency providing administrative support services and/or coordinating work activities.

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

**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 #21-329 and current resume must be received before 5:00 PM on the closing date of October 1, 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](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.

