



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

MATTHEW J. PLATKIN
Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

January 24, 2023 NOTICE OF JOB VACANCY #22-590

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: \$46,431.86

LOCATION: Division of Gaming Enforcement
Service Industry Licensing Bureau
Regulatory Prosecutions Bureau
Technical Services Bureau - Legal
1300 Atlantic Avenue
Atlantic City, NJ 08401

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of a Deputy Attorney General for the Division of Gaming Enforcement as a trainee and productive worker, learns to review and track written notifications of changes in factual information related to previously submitted gaming applications to ensure receipt of required new filings; learns to prepare and maintain summary profiles for gaming applicants; learns to be responsible for communicating statutory and regulatory requirements regarding the transacting of gaming related business with the casino industry; learns to be responsible for inputting and maintaining information into data bases related to gaming companies; responsible for the tracking of petitions, as well as distribution of letters and Orders; assists with the intake and preparation of all requests regarding the sale and service of alcoholic beverages in the casinos; assists with the preparation of slot approval letters; participates in extensive training on the operations, procedures, and policies of the Section; 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. *The inability of an employee to attain a level of performance warranting advancement shall be considered cause for separation.*

RESUME NOTE: Eligibility determinations are based upon information presented in resume and proof of degree 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.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

If qualified, a cover letter indicating interest in job vacancy announcement #22-590, 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 February 7, 2023. Please submit required items to:

Recruitment Coordinator
Division of Gaming Enforcement
1325 Tennessee 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.

