



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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TRENTON, NJ 08625-0080

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

GURBIR S. GREWAL
Attorney General

October 8, 2019
NOTICE OF JOB VACANCY
#19-346

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, New Jersey Racing Commission, for applicants who meet the requirements specified below:

- TITLE: Assistant Director Racing Operations
SALARY: \$90,000.00 to \$110,000.00
LOCATIONS: NJ Racing Commission
140 E. Front Street
Trenton, NJ 08625
(Travel between racetracks required for work responsibilities)

NUMBER OF POSITIONS: One (1)

DUTIES: Under the direction of the Executive Director and/or Deputy Director, the Assistant Director of the New Jersey Racing Commission carries out assigned duties, which may involve the oversight of personnel, administration, licensing, appeals, pari-mutuel wagering, equine testing and investigations. The Assistant Director formulates policy recommendations in order to attain NJRC goals and objectives; monitors, oversees and ensures compliance with existing procedures and regulatory requirements; makes recommendations regarding organizational development and needs assessment; travel between the three (3) racetracks in Monmouth, Freehold and East Rutherford, NJ, required for work responsibilities; does additional work as assigned.

REQUIREMENTS

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

EXPERIENCE: Five (5) years of experience in horse racing operations of public tracks, two (2) years of which shall been in a supervisory capacity.

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

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.

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, please send a cover letter indicating interest in job vacancy #19-346 and current resume on or before the closing date of October 22, 2019 to:

Recruitment Coordinator:
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Office of the Attorney General
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0081

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.

