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GOVERNOR

STATE OF NEW JERSEY  
DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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ACTING ADMINISTRATOR

**January 24, 2020**  
**NOTICE OF JOB VACANCY**  
**#20-29**

Opportunities currently exist 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  
Service Industry Licensing Bureau  
Atlantic City, NJ 08401

**NUMBER OF POSITIONS AVAILABLE:** Two (2)

**DUTIES:** Under the direction of a supervisor for the Division of Gaming Enforcement as a trainee and productive worker, learns to assist as part of a team in the review and analysis of complex initial and re-submission gaming related applications for licensure; 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 base related gaming companies; participates in extensive training on the operations, procedures, and policies of the Service Industry Licensing Bureau; 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 title: Administrative Analyst 1 in accordance with Civil Service Commission procedures. *The inability of an employee in a trainee title to attain a level of performance warranting advancement shall be considered cause for separation.*

**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 job vacancy #20-29, college transcripts, and current resume must be received before 5:00 PM on the closing date of February 21, 2020. Please submit resume, transcripts 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.

