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Governor

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Lt. Governor

State of New Jersey
DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Attorney General

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Acting Administrator

January 23, 2020
NOTICE OF JOB VACANCY
#20-32

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

TITLE: Building Management Services Specialist 4

SALARY: \$47,810.88 to \$67,426.47

LOCATION: Division of Gaming Enforcement
Administrative Services Bureau/ Logistics Unit
1300 Atlantic Avenue
Atlantic City, NJ
AND
Division of Gaming Enforcement
Administrative Services Bureau/ Logistics Unit
140 E. Front Street
Trenton, NJ
(Applicant must be able to split their time between both office locations)

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under general supervision in the Division of Gaming Enforcement, assists supervisor with the following: acquisition and installation of furniture, fixtures, and equipment, resolving building issues that may arise at Division offices such as heating and air conditioning breakdown, flooding, electrical problems and parking problems; preparing detailed layouts, plans, cost estimates, analyses and specifications for Division projects; completing building forms which includes tenant service requests and space planning requests; assists with the Division's fixed asset inventory which includes tagging and scanning equipment; responsible for telephone communication issues and requests; maintains the Building Evacuation Plan at all office locations; minor furniture repairs and moving cabinets; assists with the process of intake listings, which includes date stamping documents, assigning petition numbers and updating petition reports; will provide front desk phone coverage and deliveries, as needed; does other related duties as required.

REQUIREMENTS

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

EXPERIENCE: One (1) year of experience in the coordination and/or implementation of building management programs including building/property operations analysis, program development, organizational and/or fiscal planning, and/or cost efficiency programs, special building service programs, security, or a related field.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above 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.

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 may result in your ineligibility.

If qualified, a cover letter indicating interest in job vacancy #20-32, copy of 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

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.

