



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2022 -064 - B	<b>ISSUE DATE:</b> July 20, 2022	<b>CLOSING DATE:</b> August 10, 2022
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<b>TITLE:</b> Supervisor of Operations	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> Division of the State Lottery	<b>TITLE CODE:</b> 57684 <b>RANGE:</b> S26
<b>UNIT:</b> Operations Unit	<b>WORKWEEK:</b> NL (35 hours)
<b>LOCATION:</b> One Lawrence Park Complex, Lawrenceville, NJ	<b>SALARY RANGE:</b> \$72,836.90 – \$103,620.41

### POSITION DESCRIPTION

Calling anyone looking to lead a diverse workforce in a fresh, exciting and unique civil service position while developing their skills and advancing their career. The Department of the Treasury, Division of State Lottery is looking to add a team member to manage its internal Operations Unit. Lottery's Operations Unit is challenged with several critical responsibilities including paying our player's claims, supporting customer service requests, managing our headquarters, and coordinating our logistics. As the Lottery continues its push to modernize existing business processes, the Supervisor of Lottery's Operations Unit will be leading the development of these business process re-engineering efforts. The selected candidate will be supported with professional development opportunities and leadership training.

Standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details will be made available throughout the interview process. Position offers a comprehensive benefits package including medical, prescription drug and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

### POSITION REQUIREMENTS

- Education:** Graduation from an accredited college or university with a Bachelor's degree.
- Experience:** Four (4) years of experience in the review and evaluation of operational methods, the planning and scheduling of workflow in a high production, high volume unit responsible for the processing of various revenue generating or financial documents or other transactions, one (1) year of which shall have been in a supervisory capacity.
- 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:** Appointees must possess a driver's license valid in New Jersey in order to perform the essential duties of the position.
- Note to current State employees:** Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. This is not a promotional announcement. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.
- Provisional Appointment:** Appointee will serve provisionally pending an examination. In order to become permanent in this title, you must file for and successfully pass a Civil Service Commission open-competitive examination and be reachable for appointment in the resultant list, followed by a four (4) month working test period.



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### IMPORTANT NOTES

**Veteran's Preference:**

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

**Starting Salary:**

In accordance with CSC rules and regulations, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range. Current State employees' salary will be calculated and made in accordance with CSC rules and regulations.

**Foreign Degrees:**

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

### INSTRUCTIONS TO APPLY

**If you are qualified, please submit the documents listed below by 5:00 p.m. on August 10, 2022:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

**(Please list the "2022-064-B - Supervisor of Operations" in the Subject Line)**

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

**THIS IS NOT A PROMOTIONAL ANNOUNCEMENT**

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by:

*Antoinette Sargent*

Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*