



State of New Jersey

PHILIP D. MURPHY
Governor

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 080
TRENTON, NJ 08625-0081

GURBIR S. GREWAL
Attorney General

SHEILA Y. OLIVER
Lt. Governor

JENNIFER E. FRADEL
Administrator

December 5, 2018
NOTICE OF JOB VACANCY
#18-324

This is a repost of vacancy announcement #18-225; previous applicants need not reapply.

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: Administrative Analyst 1, Information Systems

SALARY: \$49,010.19 to \$69,201.51

LOCATION: Division of Gaming Enforcement
Technical Services Bureau/Engineering
1300 Atlantic Avenue
Atlantic City, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under close supervision of an official in the Technical Services Bureau, assists in the formation, development, implementation, and quality control of the various manual, mechanical, and data processing systems of the organization; assists in the coordination of all data processing activities for the analysis of gaming devices; responsible for testing slot machines and other electronic gaming equipment including computerized monitoring systems and internet gaming systems for compliance with New Jersey regulations and a determination of suitability for use in a New Jersey casino; may include a mathematical analysis, as well as computerized and manual tests; 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 work involving the review, analysis, and evaluation of the administrative, business, and/or operational policies, procedures, practices, and processes and/or the technological requirements of an organization for the purpose of revising/enhancing existing information systems and/or developing/acquiring and implementing new IT solutions and services.

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.

NOTE: A Master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management from an accredited college or university may be substituted for one (1) year of the indicated experience.

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.

PREFERENCE: Preference will be given to applicants with a Bachelor's degree in Computer Science or Computer Engineering and/or who possess twelve (12) credits in Information Technology/Computer Science. In order to receive preference, a copy of your transcript(s) must be submitted with your resume.

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 interested, a cover letter indicating job vacancy #18-324 and current resume must be received before 5:00 PM on the closing date of December 19, 2018. Please submit resume and cover letter to:

Recruitment Coordinator
Division of Gaming Enforcement
1300 Atlantic Avenue
Atlantic City, NJ 08401

OR

Email: jobs@njdgc.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.

