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State of New Jersey
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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GURBIR S. GREWAL
Attorney General

May 20, 2019
NOTICE OF JOB VACANCY
#19-169

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 listed below:

TITLE: Research Analyst 2
SALARY: \$53,611.76 to \$75,900.80
LOCATION: Division of Gaming Enforcement
Casino Entity Licensing Bureau
140 E. Front Street
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of a Deputy Chief of Investigations, Deputy Director, or Deputy Attorneys General (DAsG) 1 or 2, performs basic research and writing assignments to assist staff with licensure matters relating to NJ Casinos; analyzes files and drafts appropriate reports for licensure cases under the direction of and for review by DAsG; compiles licensure reports and hearing exhibits; prepares responses for the Deputy Director to inquiries by law enforcement agencies and other gaming jurisdictions and to subpoenas by obtaining necessary information, maintains documentation and completes monthly reports; prepares licensing lists; assists with petition assignments, assigns and logs cases, and maintains tracking system; prepares monthly statistical report; assists Deputy Chief in administration projects; and completes special assignments and projects as requested.

REQUIREMENTS:

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

EXPERIENCE: Two (2) years of experience in legal or legislative research, which shall have included the preparation of basic research and technical reports.

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 Juris Doctor degree or LLB from an accredited law school may be substituted for the indicated experience.

NOTE: A Master's degree in Public Administration, Political Science, Government, or other relevant area may be substituted for one (1) year of 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.

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 #19-169 and current resume must be received before 5:00 PM on the closing date of June 3, 2019. Please submit resume 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.

