



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2024 - 039- R	<b>ISSUE DATE:</b> June 7, 2024	<b>CLOSING DATE:</b> July 8, 2024
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<b>TITLE:</b> Public Information Officer	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> State Lottery	<b>TITLE CODE</b> 54457 <b>RANGE:</b> X30
<b>UNIT:</b> Public Information	<b>WORKWEEK:</b> NL (35 hours)
<b>LOCATION:</b> One Lawrence Park Complex, Lawrenceville, NJ	<b>SALARY RANGE:</b> \$62,090.59 - \$86,925.63

**THIS IS A REPOST OF POSTING #2024-039-P. CANDIDATES WHO RESPONDED TO 2024-039-P DO NOT NEED TO REAPPLY. INTERVIEWS WILL BE EXTENDED ON THE BASIS OF THEIR RESUME.**

### JOB DESCRIPTION

Want to work at a place where you get to meet people on one of the best days of their lives? Want to help shape the communications of a business that generates over \$3.5 Billion in annual revenue? The New Jersey Lottery is hiring a Public Information Officer (PIO).

Under the leadership of the Chief Communications Officer (CIO), the PIO plays a critical part of the Lottery's Public Information team. The PIO independently issues informative releases to internal and external audiences (bonus points given to candidates who can come up with the most different ways to say "winners," "prizes," and "luck."). PIO also assists the CIO in the development and implementation of promotional strategies, beneficiary messaging, speaker's bureau events, social media, conferences, Lottery-initiated events, and multi-departmental PR events. This includes meeting with anonymous high tier winners and developing creative ways to tell their story while also protecting their anonymity. Multimedia experience is a plus. As assigned, the PIO takes the lead in various Lottery Public Information recurring projects like the annual financial report. Provides guidance and technical advice on PR matters. Responds to public information inquiries including media inquiries and referrals from the Treasurer's and Governor's Office. Organizes, coordinates, and/or independently conducts press events and photo opportunities. Works with the media to cultivate critical relationships within the local and regional media. The PIO may also do other job related duties.

Join us in serving the public in a fun and unique way.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The 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:** Five (5) years of experience in the collection, analysis, preparation, and dissemination of information in a public relations and/or public information program in a public or private agency or organization, two (2) years of which shall have been in a supervisory capacity.

**Note:** Additional experience as indicated above may be substituted on a year-for-year basis for the above education. Thirty (30) semester hour credits are equal to one (1) year of experience.

**Note:** A Master's degree in Journalism, Public Relations, Communications, or English may be substituted for one (1) year of nonsupervisory experience.

**License:** Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.



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### GENERAL INFORMATION

**Vacancy Notice:**

This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

**SAME Applicants:**

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or call CSC at (609) 292-4144, option 3.

**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>.

**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, OPT, or H1B visas are not eligible for employment.

### INSTRUCTIONS TO APPLY

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.

**If you are qualified, please submit the documents listed below by 5:00 p.m. on July 8,2024:**

- 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 "2024- 039- R- Public Information Officer" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

*Antoinette Sargent (nr)*

Antoinette Sargent, Human Resource Officer

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