



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 119 - S	ISSUE DATE: December 23, 2025	CLOSING DATE: January 20, 2026
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TITLE: Storekeeper 3	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: State Lottery	TITLE CODE: 40144 RANGE: R19
UNIT: Operations	WORKWEEK: 40 hours
LOCATION: One Lawrence Park Complex, 1333 Brunswick Ave Circle, Lawrenceville, NJ	SALARY RANGE: \$58,817.70 - \$85,742.00

JOB DESCRIPTION

Do you enjoy Civil Service but are looking for something a little more exciting? The New Jersey Lottery is seeking a Storekeeper 3 who will provide the Lottery's Warehouse Team with leadership, organization, and problem-solving skills. You'll be coordinating with other Lottery sections, Lottery contractors, and other state agencies to manage teamwork flow and productivity. You'll lead a team by assigning work, evaluating job performance, managing employee concerns and problems, and developing employee's skills. You will be tasked with developing, implementing, and maintaining quality control functions to support the safety and well-being of Lottery employees.

Applicants will need to execute the Lottery's vision of continuous improvement by identifying opportunities within the Warehouse's existing business processes, developing detailed accounting of what can be optimized, and proposing a formal plan for improvement to management; report all requested monthly data and information timely to supervision or any other senior manager; manage and complete any unique work requests made to the Warehouse Team, while abiding by all OSHA and State Safety regulations and guidelines- work product must be completed timely and professionally.

The appointee will manage the physical instant ticket game end process, maintain game end dates with all games involved, number of boxes, etc. They will also ensure proper documentation is prepared and maintained on all game end programs. Additionally, certify the Trifactor is supplying accurate reports of packs scanned as returned (full/partial), accurately crediting retailers for full packs submitted as partials, and documenting and reporting any problems. You will manage Warehouse spacing, storage, and supplies required to accommodate game-end destruction within the Warehouse and certify all re-issues are promptly returned to the Cranberry office to be redistributed. You will also be responsible for coordinating with Lottery managers for proper storage and disposition of the on-site records retention program. In addition, will ensure all departments adhere to the records retention labeling and are within the weight variance for safe handling/lifting (40 lbs.).

Other supervisory tasks include: the review and approval of leave requests (eCATS) with a focus on ensuring the group remains adequately supported; complete semi-annual performance assessments for each member of the team (ePAR); conduct recurring team meetings to ensure everyone is aligned with the group's goals; meet with other group Supervisors at the Lottery to resolve issues with conducting business processes; ensure the entire work group knows and employs all standard operating procedures (SOPs) when completing their work; and assign necessary staff to all service types and ensure assigned staff is providing accurate information.

The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.



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POSITION REQUIREMENTS

Education & Experience:

Four (4) years of experience in work involving receiving, storing, safeguarding, and recording parts, materials, equipment, and supplies of varied types in an organized storeroom.

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.

IMPORTANT NOTES

Open to the following:

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. 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.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission 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 and must be included in your application submission by the closing date.

NJ SAME Program:

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit <https://nj.gov/csc/same/overview/index.shtml>.

NJ Veteran's Preference:

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below 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 January 20, 2026:

- Cover letter/Letter of interest
- Resume

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2025- 119 - S Storekeeper 3" 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