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March 13, 2019
NOTICE OF JOB VACANCY
#19-80

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: Analyst Trainee
SALARY: \$42,895.85
LOCATION: Division of Gaming Enforcement
Administrative Services Bureau/ Fiscal Unit
140 E. Front Street
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under close supervision of an Administrative Analyst 4, assists in the processing of documents prepared by the Fiscal Unit staff through various types of electronic and manual information and purchasing systems (e-Catalog, NJSTART, NJNCFS, MACS-e); maintains financial investigative records; evaluates documents to ensure compliance with State and Federal regulations; reviews state contracts; obtains quotes from various types of vendors. Participates in extensive office training on the operations, procedures, and policies of the Fiscal Unit. Does other related work as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. *Applicants must submit proof of Bachelor's degree completion. Therefore, one of the following items must be submitted together with a resume: (1) a copy of your college diploma or (2) a copy of your final unofficial transcripts, which specifies the date your degree was conferred and the type of degree awarded. Failure to submit one of these two items, as aforementioned, will result in disqualification from consideration. Matriculating students cannot be considered.*

ADVANCEMENT: Appointees who successfully complete the twelve-month training period will be eligible for advancement to the title: Administrative Analyst 1. *The inability of an employee in this title to attain a level of performance warranting advancement to the title listed above shall be considered cause for separation.*

LICENSE: Appointee 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, please send a cover letter indicating job vacancy #19-80, a current resume and one of the following: (i) a copy of your college diploma or (ii) a copy of your final unofficial transcripts, which specify the date your degree was conferred and the type of degree awarded (one is required for consideration) before 5:00 PM on the closing date of March 27, 2019. Please submit required items to:

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

OR

Email: jobs@njdge.org

SUBMISSIONS 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.

