



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

ANDREW J. BRUCK
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

August 27, 2021 NOTICE OF JOB VACANCY #21-303

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: Personnel Trainee
SALARY: \$46,646.55
LOCATION: Division of Gaming Enforcement
Administrative Services Bureau
1325 Tennessee Avenue
Atlantic City, NJ 08401

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of a Human Resources Manager, as a trainee and productive worker, assists with the preparation and processing of various personnel actions including, but not limited to recruitment, payroll functions, benefits, ECATs, and maintenance of personnel files. Does other related work.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. *Applicants must submit a copy of your final unofficial transcripts, which indicates the date your degree was conferred and the type of degree awarded. Failure to submit final unofficial transcripts with your resume will result in disqualification from consideration. Applicants with foreign degrees must submit an evaluation with a course-by-course breakdown. Matriculating students cannot be considered.*

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.

ADVANCEMENT: Appointees who successfully complete the 12-month training period will be eligible for advancement to the title: Personnel Assistant 4 in accordance with Civil Service Commission procedures. The inability of an employee in a trainee title to attain a level of performance warranting advancement shall be considered cause for separation.

RESUME NOTE: Eligibility determinations will be based only upon proof of degree and information presented in resume. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency, with a course-by-course credit listing, prior to the closing date. Failure to do so will result in your ineligibility.

If qualified, a cover letter indicating interest in job vacancy announcement #21-303, a copy of your final unofficial transcripts, and current resume must be received before 5:00 PM on the closing date of September 17, 2021. Applicants with foreign degrees must submit an evaluation with a course-by-course breakdown. Please submit resume, transcripts and cover letter to:

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

OR

Email: jobs@njdge.org

APPLICATIONS 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.

