



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Administrator

October 2, 2018
NOTICE OF JOB VACANCY
#18-253

This is a repost of vacancy #18-135; previous applicants need not reapply.

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: Administrative Analyst 3, Information Systems

SALARY: \$67,290.04 to \$95,729.23

LOCATION: Division of Gaming Enforcement
Technical Services Bureau
1300 Atlantic Avenue
Atlantic City, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of a supervisory official in the Technical Services Bureau, Division of Gaming Enforcement, performs statistical and other analysis of data collected pertaining to casino gaming, website information, network traffic, and any other data collected by the Division of Gaming Enforcement. Works with existing computer software packages to perform required duties, evaluates and recommends software required and creates computer programs as required to achieve specified goal. Identify patterns and relationships in data, identifying anomalies. Create visualizations of data as well as written reports to clearly convey insights and meaning to non-technical persons. Maintain detailed information pertaining to data analyze; performs other related duties as required.

REQUIREMENTS:

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

EXPERIENCE: Three (3) years of experience in work involving the review, analysis, and evaluation of the administrative, business, and/or operational policies, procedures, practices, and processes and/or the technological requirements of an organization for the purpose of revising/enhancing existing information systems and/or developing/acquiring and implementing new IT solutions and services.

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 Master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management from an accredited college or university may be substituted for one (1) year of the 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.

PREFERENCE: Preference will be given to applicants with a Bachelor's degree in Computer Science or Computer Engineering; twelve (12) credits in Information Technology/Computer Science; and/or experience in computer security principles, statistical analysis, machine learning, business intelligence, graphing and visualization programs, open source intelligence techniques, computer programming, TCP/IP and Internet application protocols.

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 #18-253 and current resume must be received before 5:00 PM on the closing date of October 23, 2018. 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.

