



STATE OF NEW JERSEY CASINO CONTROL COMMISSION

ANNOUNCEMENT OF UNCLASSIFIED EMPLOYMENT OPPORTUNITY

LOCATION: ATLANTIC CITY, N.J.

DATE ANNOUNCED: MARCH 30, 2023

WORK UNIT: DIVISION OF REGULATORY AFFAIRS – LICENSING & FINANCIAL EVALUATION UNIT

JOB BAND/TITLE: PROGRAM COMPLIANCE & SUPPORT SPECIALIST 2 / LICENSING ANALYST

SALARY RANGE: \$51,981.96 – \$72,786.43

NUMBER OF POSITIONS: ONE (1)

DESCRIPTION OF ESSENTIAL DUTIES: Under the close supervision of the Supervisor–Licensing, perform a wide range of complex statutory, regulatory, operational, and administrative responsibilities required by Sections 89 and 94 of the Casino Control Act. Perform higher level analytical and technical reviews and analyses of statutory, regulatory and administrative matters that include the qualification and licensing of casino employees. Perform the intake and analysis of applications for casino key employee (“key”) licenses; comprehend all application and eligibility requirements; communicate effectively and courteously with applicants. Establish and maintain electronic and physical records and files. Assist in recommending and implementing control systems for the acceptance and processing of applications and revenue, if applicable, and for the issuance of key licenses; recommend appropriate changes to procedures and forms to implement statutory and regulatory amendments related to key licenses. Attend external community outreach events as directed to increase awareness of casino employment opportunities and key license eligibility among reentering individuals and other populations. Perform other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION: Graduation from an accredited college with a Bachelor’s Degree in a discipline appropriate to the position.

Note: No education substitution. Degrees and/or transcripts are required of candidates selected for interviews and, if issued by a college or university outside of the United States, must include an evaluation for accreditation by a reputable evaluation service acceptable to the Commission at the applicant’s expense.

EXPERIENCE: Minimum of one (1) year of professional work experience related to the specific unit/position responsibilities, including the review and analysis of operating methods and procedures, the recommendation and implementation of improved methods; planning, organizing and scheduling administrative or regulatory programs and activities; use of computer-based programs; and other appropriate professional experience. Proficiency in word processing applications and other software applications may be required.

Substitution: Possession of a Master’s degree in a closely allied field may be substituted for the required experience.

ANNOUNCEMENT CLOSING DATE: **April 14, 2023** or until filled.

Please respond by sending a letter of interest and resume via **one** of the following methods:

E-mail: HRResume@ccc.nj.gov

Fax: (609) 441-3552

Mail: Philip Eggert, Supervisor
Human Resources / Administrative Services Unit
Casino Control Commission
1325 Boardwalk, Arcade Building
Atlantic City, NJ 08401

NOTE: In accordance with the New Jersey First Act, P.L. 2011 c.70, effective September 1, 2011, new public employees who are not residents of New Jersey are required to obtain New Jersey residency within one (1) year of employment.

This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need reasonable accommodation for any part of the application and hiring process, please notify the Commission at (609) 441-3614. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.