



State of New Jersey

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Governor

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Lt. Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC
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Attorney General

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Chief Administrative Officer

March 26, 2025 NOTICE OF JOB VACANCY #25-060

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, New Jersey Racing Commission, for applicants who meet the requirements specified below:

TITLE: Inspector 2 New Jersey Racing Commission

SALARY: \$48,830.38 to \$68,696.71

LOCATIONS: [New Jersey Racing Commission](#)

Meadowlands Racetrack

1 Racetrack Drive

East Rutherford, NJ 07073

AND

Monmouth Park Racetrack

175 Oceanport Avenue

Oceanport, NJ 07757

Travel to various Racetracks required for work responsibilities. Required to work on Saturdays and occasionally Sundays.

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Chief State Veterinarian, verifies the eligibility of horses to receive approved race day medication and prepares necessary paperwork and documentation. Maintains detailed records of horses that have bled or declared on Lasix (furosemide). Determines Lasix treatment eligibility using certification and declaration documents and past performance Lasix use. Prepares a Lasix administration sheet for eligible horses. Maintains treatment sheets with dosages of previous Lasix treatments. Assists State Veterinarians with compiling and maintaining lists pertaining to eligibility to race, shockwave therapy treatments, nerving, horses late for Lasix, and other various medical treatments. Assists the State Veterinarians as needed with phone calls, typing any letters, forms or other documents; and entering any other information into databases. Enters pertinent health information of horses (i.e. Coggins and vaccinations) into national databases (i.e. InCompass or E-track depending on the breed of the horse). This position may also require travel between office locations and non-traditional work hours, on an as-needed basis, including evenings on short deadlines for certain assignments, with or without advance notice, and may require travel to perform the aforementioned responsibilities.

REQUIREMENTS

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Five (5) years of experience in the licensing of personnel and participants of the racing industry; or, five (5) years of professional experience in administrative or investigative work in a law enforcement or regulatory agency.

Possession of a bachelor's degree from an accredited college or university; and one (1) year of experience in the licensing of personnel and participants of the racing industry; or, one (1) year of professional experience in administrative or investigative work in a law enforcement or regulatory agency.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey.

PREFERENCE: Preference will be given to applicants who are familiar with racing, are computer literate, have good communication skills, and the ability to work well with others and/or to applicants who are able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated below. For more information on the SAME Program please visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.

RESUME NOTE: Eligibility determinations for experience and education will be based upon the resume and unofficial transcripts submitted at the time of application. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see [CSC foreign degree information](#)). Failure to do so may result in disqualification of your education towards eligibility. All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

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HOW TO APPLY: If qualified, please submit a cover letter indicating interest in job vacancy announcement #25-060, a current resume and a copy of your final unofficial transcripts and/or foreign degree evaluation (for education credit), to the Recruitment Coordinator via the following [link](#) on or before the closing date of **April 26, 2025**. Applications will not be accepted via email.

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.

