



**STATE OF NEW JERSEY
CASINO CONTROL COMMISSION**

ANNOUNCEMENT OF UNCLASSIFIED EMPLOYMENT OPPORTUNITY

LOCATION: ATLANTIC CITY, N.J.

DATE ANNOUNCED: SEPTEMBER 21, 2023

WORK UNIT: DIVISION OF REGULATORY AFFAIRS

JOB BAND/TITLE: PROGRAM COMPLIANCE & SUPPORT SPEC. 1 / MANAGEMENT ASSISTANT

MINIMUM SALARY: \$46,329.24 - \$64,853.16

NUMBER OF POSITIONS: ONE (1)

DESCRIPTION OF ESSENTIAL DUTIES: Under limited supervision of the director or designee, provide a wide range of administrative services in support of agency managers; assist in the coordination of management/administrative activities to relieve managers of administrative detail. Gather, organize and summarize data or information for report preparation; formulate basic recommendations. Review operating practices and procedures for efficiency and effectiveness; may recommend changes for improvement. Coordinate activities as assigned by management. Read, research and route correspondence; draft letters and other documents for the review and approval of management. Collect information to include applications and forms; compile, tabulate, and interpret statistical and other information, putting it into understandable form. Prepare essential reports of varied types. Utilize computer software to assist in preparing charts, graphs, pamphlets, and other materials. Prepare and publish materials; generate and mail routine correspondence. Maintain detailed and comprehensive records and files. Perform other related duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION: Bachelor's degree from an accredited college or university. Bachelor's degree in business administration, communications, policy analysis, public relations, or research methods preferred.

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: One (1) year of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures. Experience in Microsoft Office is required. Desktop publishing experience is desired.

Substitution: A Master's degree in business administration, communications, policy analysis, public relations, research methods, or a closely allied field may be substituted for the required experience.

ANNOUNCEMENT CLOSING DATE: **OCTOBER 4, 2023** or until filled.

Please apply online: <https://www.njccc.gov/jobs>
or send a letter of interest and resume to: HRResume@ccc.nj.gov

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's Human Resources Supervisor 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.