



## State of New Jersey

PHILIP D. MURPHY  
*Governor*

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081

TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN  
*Attorney General*

TAHESHA L. WAY  
*Lt. Governor*

ERIN ZIPPEL  
*Chief Administrative Officer*

### September 21, 2023 NOTICE OF JOB VACANCY #23-591

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:** Buyer  
**SALARY:** \$58,031.09 to \$82,157.57  
**LOCATION:** [Division of Gaming Enforcement](#)  
140 East Front Street  
Trenton, NJ 08608

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under supervision, selects, prepares orders, and arranges for purchase of various types of equipment, materials, and supplies used by the departments or agency of assignment or for other State departments or agencies; Please see the Civil Service Commission (CSC) job specification for additional information: <https://info.csc.state.nj.us/jobspec/52663.htm>.

### **REQUIREMENTS**

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

**NOTE:** Applicants who do not meet the above education requirement may substitute additional experience as indicated below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year experience.

**EXPERIENCE:** Two (2) years of experience in the large scale purchase of commodities, materials, equipment, and/or supplies.

**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 candidates with experience using the NJSTART system for purchasing, experience with NJCFS/MACSE and familiarity with the State of New Jersey Circular Letters.

**SAME APPLICANTS:** If you are applying under the NJ CSC "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 above. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

**HOW TO APPLY:** If qualified, a cover letter indicating interest in job vacancy announcement #23-591 and a current resume must be received before 5:00 PM on the closing date of **October 5, 2023**. Please submit resume and cover letter via email to the Recruitment Coordinator at [jobs@njdge.org](mailto: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.

