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State of New Jersey  
DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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Chief Administrative Officer

September 11, 2023  
NOTICE OF JOB VACANCY  
#23-563

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 listed below:

**TITLE:** State Investigator Trainee, Law and Public Safety  
**SALARY:** \$50,737.29  
**LOCATION:** [Division of Gaming Enforcement](#)  
Regulatory Enforcement Bureau/ Revenue Certification Unit  
1300 Atlantic Avenue  
Atlantic City, NJ 08401

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

**DUTIES:** Under immediate supervision of a State Investigator 1 or other supervisory official in the Division of Gaming Enforcement, Department of Law & Public Safety, as a trainee and productive worker, assists in performing specific field and office work relative to conducting gross revenue audits in accordance with an established Master Audit Program to certify the accuracy of the reported casino gross revenue as filed on monthly tax reports required pursuant to N.J.A.C. 13:69L for the Atlantic City casinos and Internet Gaming Companies. Participates in extensive field and office training on the operations, procedures, and policies of the Division of Gaming Enforcement; does other related duties as required.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree. *Applicants must submit a copy of your final unofficial transcripts, which indicates the date your degree was conferred and the type of degree awarded. Failure to submit final unofficial transcripts with your resume will result in disqualification from consideration. Matriculating students cannot be considered.*

**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.

**ADVANCEMENT:** Appointees who successfully complete the 12-month training period will be eligible for advancement to the following title under Civil Service Commission procedures: State Investigator 4, Law and Public Safety. *The inability of an employee in a trainee title to attain a level of performance warranting advancement shall be considered as cause for separation.*

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

**PREFERENCE:** Preference will be given to candidates with a minimum of twelve (12) credits in Accounting, Finance, or other closely related field.

**RESUME NOTE:** Eligibility determinations will be based upon proof of degree only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency, with a course-by-course credit breakdown, prior to the closing date. Failure to do so will result in your ineligibility.

**HOW TO APPLY:** If qualified, a cover letter indicating interest in job vacancy announcement #23-563 a copy of your final unofficial transcripts, and current resume must be received before 5:00 PM on the closing date of **September 25 2023**. Please submit resume, transcripts, 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.



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