



PHILIP D. MURPHY  
*Governor*

TAHESHA L. WAY  
*Lt. Governor*

**State of New Jersey**  
DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN  
*Attorney General*

ERIN ZIPPEL  
*Chief Administrative Officer*

**April 9, 2025**  
**NOTICE OF JOB VACANCY**  
**#25-026**

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:** Assistant Director Racing Operations (Wagering)

**SALARY:** \$118,000.00 to \$148,000.00

**LOCATION:** [New Jersey Racing Commission](#)

Executive Unit

140 E Front Street

Trenton, NJ 08625

*Statewide travel required for work responsibilities.*

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

**DUTIES:** Under the direction of the Acting Executive Director, New Jersey Racing Commission, Department of Law and Public Safety, will assist with the administration of racing statutes and regulations, ensuring compliance and the smooth functioning of operations. The role also supports the Acting Executive Director in managing and overseeing the daily operations of the Racing Commission and supervises pari-mutuel wagering staff to ensure they effectively carry out regulatory responsibilities and meet organizational objectives; oversees investigations related to wagering activities and develops policy recommendations concerning simulcasting and pari-mutuel betting systems; reviewing and approving requests for new software or equipment intended for account wagering systems or off-track wagering facilities; preparing memoranda to assist the Acting Executive Director in organizing public meetings; acting as the primary liaison between the Racing Commission and the Division of Administration; and supporting the New Jersey Horse Racing Injury Compensation Board; This position may require non-traditional work hours, on an as needed basis, including evenings and/or weekends on short deadlines for certain assignments, with or without advance notice; performs other related duties, and handles special projects, as required.

**REQUIREMENTS**

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

**EXPERIENCE:** Five (5) years of experience in horse racing operations of public tracks, two years of which shall be in a supervisory capacity.

Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

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

**NOTE:** Appointee shall have been a resident of the State of New Jersey for at least five (5) years in accordance with N.J.S.A. 5:5-25.

**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](mailto: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.

**HOW TO APPLY:** If qualified, please submit a cover letter indicating interest in job vacancy announcement #25-026, a current resume, and a copy of your final unofficial college transcripts (for education credit) to the Recruitment Coordinator via the following [link](#) on or before the closing date of **May 9, 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.

