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Lt. Governor

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

May 1, 2024  
**NOTICE OF JOB VACANCY**  
**#24-212**

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

**TITLE:** Administrator of Investigations, Law and Public Safety

**SALARY:** \$99,463.05 to \$142,156.08

**LOCATION:** [New Jersey Racing Commission](#)  
Meadowlands Racetrack  
1 Racetrack Drive  
East Rutherford, NJ 07073  
(*Statewide travel to various Racetracks required for work responsibilities.*)

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

**DUTIES:** Under direction of the Deputy Director, New Jersey Racing Commission, or other supervisory official, manages the administration of investigative activities conducted in compliance with horse racing programs and regulations; performs other related duties as required.

**REQUIREMENTS**

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

**EXPERIENCE:** Five (5) years of experience in planning, organizing, and coordinating activities of an organization or agency engaged in large-scale investigative activities, two (2) years of which shall have been in a supervisory capacity. One (1) year of the experience indicated shall have involved the review and analysis of financial and accounting records.

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

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

**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 below. For more information on the SAME Program please email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.

**PREFERENCE:** Preference will be given to candidates that have experience with investigations related to horse racing or pari-mutuel wagering.

**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 #24-212, a current resume and a copy of your final unofficial transcripts and/or foreign degree evaluation, (if applicable) to the Recruitment Coordinator via email at [jobs@njoag.gov](mailto:jobs@njoag.gov) on or before the closing date of **May 15, 2024**.

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.

