



## State of New Jersey

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

GURBIR S. GREWAL  
*Attorney General*

WILLIAM H. CRANFORD  
*Acting Administrator*

### February 5, 2020 NOTICE OF JOB VACANCY #20-74

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

**TITLE:** Regulatory Officer 1  
**SALARY:** \$68,635.84 to \$97,643.83  
**LOCATION:** New Jersey Racing Commission  
140 East Front Street  
Trenton, NJ

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

**DUTIES:** Under the direction of senior staff, the employee drafts proposals and adoptions for new rules and rule amendments; the employee prepares all required paperwork and obtains all necessary approvals prior to filing proposals and adoptions with the Office of Administrative Law; in connection with senior staff, the employee acts as a liaison with the Division of Law for contested cases, appeals and litigation; the employee performs other duties as assigned which may include ethics officer, research, drafting orders and final decisions, writing memoranda, reviewing applications, and serving as back-up records custodian.

### **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited law school with a Juris Doctor (J.D.) Degree.

**EXPERIENCE:** One (1) year of experience in conducting legal research, analyzing and evaluating legal documents, rules, regulations, and/or legislation, or the review and analysis of regulatory matters in a government agency; or one (1) year of experience as an attorney.

**LICENSE:** Appointee must be eligible to practice as an Attorney-At-Law in the State of New Jersey.

Appointee must possess a current Certificate of Good Standing issued by the New Jersey Board of Bar Examiners, or other license to practice law issued by any state in the United States.

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.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

***If qualified, please send a cover letter indicating interest in job vacancy #20-74, current resume and a copy of your Certificate of Good Standing with the Supreme Court of New Jersey on or before the closing date of March 5, 2020 to:***

Recruitment Coordinator  
[LPS.HumanResources@njoag.gov](mailto:LPS.HumanResources@njoag.gov)

**-OR-**

Division of Administration  
Human Resource Management  
P.O. Box 081, Trenton, NJ 08625-0085

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.

