



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2023 - 082 - P	ISSUE DATE: June 9, 2023	CLOSING DATE: July 19, 2023
-------------------------------------	------------------------------------	---------------------------------------

TITLE: Public Information Officer	OPEN TO: General Public
DIVISION: Cannabis Regulatory Commission	TITLE CODE: 54457 RANGE: X30
UNIT: Office of Communications Unit	WORKWEEK: NL (35 hours)
LOCATION: 225 East State Street, Trenton, New Jersey	SALARY RANGE: \$62,090.59 – \$86,925.63

JOB DESCRIPTION

The Cannabis Regulatory Commission, is seeking a Public Information Officer to work in the Office of Communications Unit. Under the direction of the Cannabis Regulatory Commission's (CRC) Office of the Executive Director, this position serves as a liaison with the press and the public to determine the reaction to state policies and acting as the official spokesperson for general news and emergencies. Responsible for assisting with the design and preparation of content for community outreach and media, including but not limited to writing, editing, and preparing informational materials for radio, website, television, social media, and print. Assists in the management of website material to ensure relevance, accuracy and optimal search engine optimization. Responds to general information requests from media and external stakeholders by providing information in verbal and written formats. Assists in the design and preparation of content for community outreach and media campaigns to educate the community and constituents about CRC programs and activities. Assists in writing speeches, news releases and newspaper and magazine articles on all issues. Schedules and coordinates social media posting and tracking the progression of communications projects. Performs other related duties as required.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

POSITION REQUIREMENTS

- Education:** Graduation from an accredited college or university with a Bachelor's degree.
- Experience:** Five (5) years' experience in the collection, analysis, preparation, and dissemination of information in a public relations and/or public information program in a public or private agency or organization, two (2) years of which shall have been in a supervisory capacity.
- Note:** Additional experience as indicated above may be substituted on a year-for-year basis for the above education. Thirty (30) semester hour credits are equal to one (1) year of experience.
- Note:** A Master's degree in Journalism, Public Relations, Communications, or English may be substituted for one (1) year of nonsupervisory experience.



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

IMPORTANT NOTES

SAME Applicants:

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

Veteran's Preference:

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

Starting Salary:

In accordance with N.J.A.C. Title 4A, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range.

Foreign Degrees:

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on July 19, 2023:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2023 - 082 - P Public Information Officer" in the Subject Line)

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer