State of New Jersey
DEPARTMENT OF BANKING AND INSURANCE
ADMINISTRATION
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TRENTON, NJ 08625-0325

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MIKIE SHERRILL
Governor

SUSAN OCHS
Acting Commissioner

The New Jersey Department of Banking & Insurance invites qualified candidates to apply for the following position:

POSTING NUMBER	2026-BIA-103	**OPENING DATE**	November 5, 2026	**CLOSING DATE**	Until Filled
TITLE & TITLE CODE IF APPLICABLE	Title: Legal Specialist 3 **UNCLASSIFIED N.J.S.A.11A:3-4(l)** Title Code: 37655				
UNIT & LOCATION	Office of Consumer Finance Enforcement Bureau Mary Roebling Building 20 W. State Street Trenton, New Jersey	**TITLE RANGE** **SALARY RANGE**	&32 $110,276.47 - $162,870.37		
		STARTING SALARY	Salary will be commensurate with education and experience		
OPEN TO	General Public				
TITLE DESCRIPTION	Under administrative direction of a managerial executive in a state department, institution, or autonomous agency, manages a legal unit responsible for confidential legislative, legal, and policy-influencing research related to department programs, in conformance with guidelines established by the State Attorney General; acts as liaison between a state department and the Office of the Attorney General in receiving, formulating, and transmitting requests for legal advice on behalf of a state agency; manages and directs the preparation of reports and recommendations on the impact of proposed or existing legislation; does other related duties as required. Assists and advises on prioritization, scoping, and management of examinations and investigations; reviews examination findings; manages enforcement actions arising from Office of Consumer Finance examinations and investigations; advises field examiners and investigators on emerging, complex, or unaddressed legal theories, market trends, and technical compliance questions				
EDUCATION & EXPERIENCE REQUIREMENTS	Graduation from an accredited law school with Juris Doctor (J.D.) or a Bachelor of Laws (L.L.B.) degree. Four (4) years of experience involving legal or legislative research, drafting of rules, regulations, legislation, amendments, and/or the interpretation of statutes, two (2) years of which shall have been in a supervisory capacity. -OR- Graduation from an accredited college or university with a bachelor's degree. Seven (7) years of experience involving legal or legislative research, drafting of rules, regulations, legislation, amendments, and/or the interpretation of statutes, two (2) years of which shall have been in a supervisory capacity. **Strong preference given to applicants with prosecutorial, civil or administrative litigation, regulatory supervision, and/or financial compliance experience.** **NOTE:** Appointees currently matriculating in an accredited law school as an L.L.B or J.D. candidate may substitute such enrollment for three (3) years of the required non-supervisory experience on a year-for-year basis. **A TRUE AND ACCURATE COPY OF A TRANSCRIPT EVIDENCING ACHIEVEMENT OF FILL IN DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY MUST BE INCLUDED WITH YOUR APPLICATION; IF THE TRANSCRIPT IS NOT SUBMITTED ALONG WITH YOUR APPLICATION, YOUR APPLICATION MAY NOT BE CONSIDERED**. 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.				

RESIDENCY REQUIREMENTS	The "New Jersey First Act," effective September 1, 2011, contains new residency requirements for public officers and employees, unless exempted under the law. Current, new or prospective employees should be aware of the following: Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment. For more information, please visit Department of Labor & Workforce Development | New Jersey First Act

	Medical Accommodation Requests: The New Jersey Department of Banking and Insurance provides reasonable accommodations to applicants with disabilities upon request in accordance with the law. If you need a reasonable accommodation for any part of the application, interview, and/or hiring process, please contact the Department's ADA/Medical Accommodations Coordinator, Lisa Clapp, at lisa.clapp@dobi.nj.gov or (609) 940-7337, for assistance.
	
	State as a Model Employer ("SAME") Applicants: If you are applying for this position under the State of New Jersey's SAME Program, please note that your supporting documents (i.e. Schedule A or B Letter), must be submitted along with your Resume, by the closing date indicated above. For information on the SAME Program, please visit the New Jersey Civil Service Commission's ("CSC") website at: Civil Service Commission | Overview (https://nj.gov/csc/same/overview/index.shtml), and for any questions regarding the SAME program, please contact CSC by email: CSC-Same@csc.nj.gov, or by phone at: 609-292-4144, "option 3".
	
	Hours of Work: The hours of work for this position are Monday through Friday from 9:00 a.m. to 5:00 p.m. All No-Limit (NL) titles will be required to perform work beyond the stated hours of work as needed, in compliance with applicable collective bargaining agreements and laws.
	
	ADDITIONAL INFORMATION
	
	• Health Benefits, including Dental, effective 60 days from hire date. This also includes a robust prescription plan.
	• Vision care partial reimbursement for exams, glasses and/or contacts.
	• Earn 20 vacation days per year as an unclassified employee. May carry up to one year of earned vacation time into the next succeeding year only.
	• Earn up to 15 sick days per year, which may be carried from year to year on an unlimited basis. Will also receive 1 additional bereavement day, applying to immediate family members.
	• Will receive up to 3 personal days per year (Administrative Leave Days).
	• Receives 13 paid Holidays per year.
	• Per the most recent collective bargaining agreement ending June 30, 2027, union-represented employees will receive the following salary increases:
	  ○ 3.5% Across the board for each of the 4 years of the contract, beginning July 1, 2023.
	  ○ Continued salary steps each year at approximately 3.7% (1.5 years from step 8 to step 9, and 2 years from step 9 to step 10, and step 10 to step 11).
	• Mandatory enrollment in a fixed Pension Plan. Employee contribution is 7.5% of salary. Vested after 10 years.
	
	May qualify for Telework up to 2 days per week after a period of training and acclimation to the department

APPLICATION INSTRUCTIONS

Applicants must submit a Letter of Interest, Resume, transcript(s) if specified above, and three (3) professional references of your current or former supervisors/ managers- please only provide references for those to whom you have reported in the workplace and who have supervised or managed your work. Please provide your references' names, job titles and current contact information, including email addresses. All application documents must be submitted by the Closing Date specified above to the Department of Banking and Insurance's Human Resources Office at Recruitment_Hiring@dobi.nj.gov, with your last name and the BIA Posting Number above included in the subject line of your email. Thank you.

The New Jersey Department of Banking & Insurance is an Equal Employment Opportunity Employer