



NEW JERSEY DEPARTMENT OF STATE

NOTICE OF JOB VACANCY

POSTING # STA-2026-010	ISSUE DATE: July 24, 2026
TITLE: Economic Development Representative 1 Range R30/ Title Code 55565	CLOSING DATE: August 7, 2026
DIVISION: Business Action Center	SALARY: \$100,498.48- \$148,186.78
LOCATION: Trenton, NJ	OPEN TO: State employees who are permanent in a competitive title or a Civil Service Commission-approved non- competitive title.

DEFINITION: Under direction of a supervisory official, supervises a professional staff engaged in tasks involving the retention, attraction, promotion, and development of business in New Jersey; or as project manager, oversees the establishment and execution of specialized programs related to overall business development throughout the state; does related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

REQUIREMENTS

Nine (9) years of professional experience in industrial/commercial real estate sales, area economic development, or business development and assistance including, but not limited to, providing professional services such as management planning, training, organizational, or financial assistance to new or expanding businesses.

OR

Possession of a Bachelor's degree from an accredited college or university; and five (5) years of the above-mentioned professional experience.

OR

Possession of a master's degree in Economics, Public Administration, Business Administration, or a closely related field; and four (4) years of the above indicated professional experience.

NOTE: Applicants must meet one of the following or combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

PREFERRED KNOWLEDGE AND SKILLS:

- Professional experience in international trade or export promotion activities
- Supervisory and management experience preferred

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

LICENSE: Appointee 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 duties of the position.

IMPORTANT NOTICE

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B Letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations. The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

AVAILABLE BENEFITS: As a NJ State Department, Department of State provides a comprehensive list of benefits to the employees. The benefits include, but are not limited to, the following:

- Alternate Work Week*
- Telework*
- Deferred Compensation
- Health and Life Insurance with Partial Vision Reimbursement
- Flexible and/or Health Spending Accounts (FSA) & (HSA)
- Benefit Leave Time* Varies depending on years of service
- NJ Pension Plan (NJ Public Employees' Retirement System - PERS)
- Flexible and/or Health Spending Accounts (FSA) & (HSA)
- Paid Time Off
- 13 State Holidays

* Pursuant to Department's Policy, Procedures, and/or guidelines

FILING INSTRUCTIONS

APPLICANT INFORMATION: Forward a cover letter, resume, unofficial transcripts and employment application electronically to Employment.Recruiter@sos.nj.gov by 5:00 pm on the closing date. You must include the Job Posting #, and Last Name in the subject line of your email. Employment Application can be found here <https://www.nj.gov/csc/about/publications/forms/pdf/DPF-663.pdf>. Failure to provide all application materials requested may result in your ineligibility.

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 its U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility