



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2025- 020 - P	<b>ISSUE DATE:</b> February 25, 2025	<b>CLOSING DATE:</b> March 25, 2025
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<b>TITLE:</b> Regulatory Officer 1	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> State Lottery	<b>TITLE CODE:</b> 56749 <b>RANGE:</b> P26
<b>UNIT:</b> Compliance	<b>WORKWEEK:</b> NL (35 hours)
<b>LOCATION:</b> One Lawrence Park Complex, 1333 Brunswick Ave Circle, Lawrenceville, NJ	<b>SALARY RANGE:</b> \$78,024.71 - \$111,000.80

### JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of the State Lottery seeks a Regulatory Officer 1 to support its Compliance Unit. The New Jersey Lottery is a unique government organization where the dynamic gaming industry merges with the reliable framework of a State agency. The Lottery eclipsed an astounding \$3.6 billion in sales for FY24. It offers a stimulating work environment that fosters professional development.

The position will provide legal analysis on Lottery-related legal issues. This may include legal research, drafting of legal memorandums, and working with the Lottery's DASG on legal issues. The candidate would provide support with any contractual matters involving Lottery vendors, partners, or lottery-related entities.

This role will work on drafting the Lottery's regulations, Notices of Proposal, Notices of Adoption, Notices of Readoption, Petitions for Rulemaking, and all parts of the rulemaking process. Will assist in administrative hearing matters including representing Lottery staff in administrative hearings, or assisting the Director in drafting decisions or orders. Will assist and advise with all OPRA and subpoena matters including coordinating with Lottery staff, vendors, and DASG to make redactions to files/information as necessary and make suggestions for redactions. Additionally, draft formal responses to follow-up questions from requestors via TGRAU as needed and assist with tracking all OPRA requests.

Additional responsibilities would include the review of courier applications and renewals, handling questions from courier representatives (lawyers, lobbyists, etc.), and managing all courier-related data files in an orderly and accessible manner. This includes tracking and monitoring courier applications and renewals as well as coordinating courier-related discussions with vendors and the Division of Gaming Enforcement. The role will also monitor ongoing and newly introduced legislation that affects the Lottery. This would include providing formal and informal analysis on this legislation.

The ideal candidate will be responsible for reviewing and enhancing Standard Operating Procedures (SOPs) and operational controls, ensuring alignment with industry-leading framework principles to promote effective risk management and internal control systems.

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.



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### POSITION REQUIREMENTS

**Education & Experience:**

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

-AND-

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.

### GENERAL INFORMATION

**Vacancy Notice:**

This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

**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, visit <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or call CSC at (609) 292-4144, option 3.

**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>.

**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, OPT, or H1B visas are not eligible for employment.



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### INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below 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.

**If you are qualified, please submit the documents listed below by 5:00 p.m. on March 25, 2025:**

- 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](mailto:EmploymentRecruiter@treas.nj.gov)

**(Please list the "2025- 020 - P Regulatory Officer 1" in the Subject Line)**

**THIS POSTING IS AUTHORIZED BY:**

*Antoinette Sargent (nr)*

**Antoinette Sargent, Human Resource Officer**

*The State of New Jersey is an Equal Opportunity Employer*