



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 025 - P	ISSUE DATE: March 3, 2026	CLOSING DATE: March 17, 2026
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TITLE: Public Information Officer	OPEN TO: General Public
DIVISION: Office of the State Treasurer	TITLE CODE: 54457 RANGE: X 30
UNIT: Communications Unit	WORKWEEK: NL (35 hours)
LOCATION: 125 West State Street, Trenton, NJ	SALARY RANGE: \$62,090.59 - \$86,925.63

JOB DESCRIPTION

The State of New Jersey, Office of the State Treasurer, seeks a communications professional with an eye for detail who will report to the Director of Communications and help to craft and carry out the Department of the Treasury's strategic print and digital communications plan in support of the state's budget and policy initiatives. Primary responsibilities include:

- Generating creative, daily, social media and digital content
- Crafting and editing video content for use on social channels and other platforms
- Planning and executing department and public events
- Overseeing public information campaigns in support of various policy initiatives
- Providing any necessary research
- Providing back-up to the Director and Deputy Director on fulfilling press inquiries, drafting press releases, speeches and talking points, and intradepartmental communications

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's 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, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.

POSITION REQUIREMENTS

Education & Experience: Graduation from an accredited college or university with a Bachelor's degree.

-AND-

Five (5) years experience in the collection, analysis, preparation, and dissemination of information in 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.

License: Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.



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GENERAL INFORMATION

Vacancy Notice:

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

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 and must be included in your application submission by the closing date.

NJ SAME Program:

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit <https://nj.gov/csc/same/overview/index.shtml>.

NJ Veteran's Preference:

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

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 17, 2026:

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

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2026- 025- P- Public Information Officer" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent/sd
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer