



# NEW JERSEY DEPARTMENT OF THE TREASURY NOTICE OF VACANCY

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| <b>POSTING #:</b><br>2026 - 046 - S | <b>ISSUE DATE:</b><br>May 5, 2026 | <b>CLOSING DATE:</b><br>June 2, 2026 |
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| <b>TITLE:</b> Regulatory Officer 3                   | <b>OPEN TO:</b> State Wide (all Departments/State Employees) |
| <b>DIVISION:</b> Pensions and Benefits               | <b>TITLE CODE:</b> 61649 <b>RANGE:</b> R32                   |
| <b>UNIT:</b> Office of Legal and Legislative Affairs | <b>WORKWEEK:</b> NL (35 hours)                               |
| <b>LOCATION:</b> 50 West State Street, Trenton, NJ   | <b>SALARY RANGE:</b> \$106,547.31 - \$157,362.71             |

## JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Pensions and Benefits is seeking a Regulatory Officer 3. Under the general supervision of an Assistant Director in the Division of Pensions and Benefits will perform the review, analysis, and appraisal of current department administrative procedures, organization, and performance, and assists in preparing recommendations for changes and/or revisions; does other related duties.

The selected candidate will manage and oversee all legislative activities impacting the agency at the State, local and federal levels. This includes supervising staff, directing program operations, conducting employee evaluations and recommending personnel actions. The incumbent will coordinate activities with the Attorney General and members of the Department of Law and Public Safety with respect to all matters litigated before Federal and State courts, the Office of Administrative Law, and other agencies involving the agency, including appeals, trials, and motions; advise key Division personnel upon the enactment into law of legislation affecting the benefit programs administered by the Division; provide assistance in the form of written reports and group meetings concerning implementation of newly enacted laws and analysis of the new law's effect on the operations of the Division; represent and testify on behalf of the Division of Pensions and Benefits at legislative committee hearings and before special ad hoc committees regarding newly introduced legislation and its administrative and financial impact on the benefit programs administered by the Division; assist in special projects and in the Division's policy making process by interpreting, compiling and providing pertinent data and legal analysis. Additionally, the designated candidate will respond to complex internal and external inquiries related to legislation and benefit programs. This includes drafting timely responses to inquiries referred by the Office of the Director for direct response, and developing, coordinating and overseeing revisions to rules, regulations, and orders required to implement the statutory authority effectively.

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.



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### POSITION REQUIREMENTS

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

**Experience:** Four (4) years 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-

Four (4) years of experience as an attorney, three (3) of which must have been 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.

**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.

### IMPORTANT NOTES

**Open to the following:**

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.



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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](mailto: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 June 2, 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](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2026- 046 - S Regulatory Officer 3" 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*