



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2026 - 071 - S	<b>ISSUE DATE:</b> June 4, 2026	<b>CLOSING DATE:</b> July 20, 2026
-------------------------------------	------------------------------------	---------------------------------------

<b>TITLE:</b> Supervisor of Operations	<b>OPEN TO:</b> State Wide (all Departments/State Employees)
<b>DIVISION:</b> Revenue and Enterprise Services	<b>TITLE CODE:</b> 57684 <b>RANGE:</b> S 26
<b>UNIT:</b> Business Registry-Notary	<b>WORKWEEK:</b> NL (35 hours)
<b>LOCATION:</b> 33 West State Street, 5th Floor, Trenton, NJ	<b>SALARY RANGE:</b> \$80,755.57 - \$118,678.17

### JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Revenue and Enterprise Services is seeking a Supervisor of Operations to oversee the Corporate Filing-Notary-Lobby Unit. Under the direction of the Chief of Operations within the Business Services Bureau, the Supervisor of Operations will supervise, monitor, evaluate, and rate the Notary/Apostille Unit, Corporate Filing Unit and the Front Desk Lobby. The Supervisor will provide performance improvement plans, disciplinary action, promotional recommendations, and document and complete employees performances in the e-Par system.

The Supervisor of Operations will oversee the operations of the customer service lobby by maintaining proper staff coverage and ensuring the delivery of high-quality service to the general public and government agencies across all levels (state, county, and local). Special emphasis will be made to ensure customer satisfaction is maintained by resolving technical issues and de-escalating public complaints. The Supervisor of Operation will assist the supervisor of the Corporate Filing Unit related to escalated concern with the collection, review, and verification of data from applications for business filings, reports, and listings. The Supervisor of Operations is expected to be an expert on statutes and regulations underlying the State's Notary Public Commission and assist the supervisor of the Apostille/Notary Unit with escalated concern about the processing, identifying national notary resources, and making Apostille online payments. Additionally, the Supervisor of Operations will be responsible for handling the proper execution of notary complaints and notary applications with convictions.

The Supervisor of Operations will ensure staff process transactions in a timely and accurate manner, as required by statutes and regulations. The Supervisor will ensure staff maintain records, reports, and files and verify Moneys collected daily. Additionally, the Supervisor will ensure that Judgment name changes, Alcohol Tax Bonds, UEZ, UCC, Notary Commissions, and Apostille requests are being completed and quotas are being met.

The Supervisor of Operations will manage daily operations, including staff scheduling and reviewing, approving, or denying time and leave requests in eCats. The Supervisor will lead the hiring process, recommend staff realignments or demotions, and develop comprehensive training materials to ensure team compliance with office policies.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's Alternate Workweek Program (AWP), which offers eligible employees alternative work hours and schedules to facilitate a more vital work-life balance. The AWP does not change the number of hours worked per pay period; however, it allows for a varied distribution of work hours during the week to grant an additional day or half-day(s) off, as approved by management. Details will be made available throughout the interview process. 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.



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

### POSITION REQUIREMENTS

**Education & Experience:**

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the below mentioned professional experience; one (1) year of which shall have been in a supervisory capacity.

-OR-

Eight (8) years of professional experience in the review and evaluation of operational methods including the planning and scheduling of workflow in a high production, high volume unit which may include responsibility for the processing of various revenue generating or financial documents or other transactions; one (1) year of which shall have been in a supervisory capacity.

-OR-

A combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

**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 essential duties of the position.

### 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.

### 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.

**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.



# NEW JERSEY DEPARTMENT OF THE TREASURY NOTICE OF VACANCY

## 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 July 20, 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 "2026-071-S- Supervisor of Operations" 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*