



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 110 - S	ISSUE DATE: August 12, 2026	CLOSING DATE: August 26, 2026
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TITLE: Tax Services Specialist 1	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Taxation	TITLE CODE: 51331 RANGE: P25
UNIT: Office of Counsel Services – Regulatory Services	WORKWEEK: NL (35 hours)
LOCATION: 3 John Fitch Way, Trenton NJ	SALARY RANGE: \$79,843.57 - \$117,227.97

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Taxation is seeking a Tax Services Specialist 1. Under the limited supervision of a Tax Services Specialist 3 or higher-level supervisor in the Division of Taxation, the Tax Services Specialist 1 will assist in conducting legal and policy research related to the administration of New Jersey tax laws, including reviewing statutes, regulations, court decisions, Attorney General opinions, and legislative developments affecting taxes administered by the Division. Assist in analyzing proposed and enacted legislation and evaluate the impacts on Division policies and procedures. Assist in drafting, reviewing, and revising rules and regulations, notices, technical bulletins, and other guidance to implement statutory authority in accordance with the Administrative Procedure Act. Review regulatory matters and assist with the preparation of materials for publication in the New Jersey Register.

The Tax Services Specialist 1 will assist in drafting technical correspondence, reports, memoranda, and summaries for Division management; including responses to inquiries requiring technical interpretation of tax statutes, regulations, and Division policies. Assist with drafting technical publications, web guidance, and other informational materials for taxpayers, tax professionals, and Division staff. The Tax Services Specialist 1 will support Division legal and policy matters by researching cases and assisting staff and Deputy Attorney Generals with background materials related to tax disputes, appeals, and litigation. Locate and analyze legal authorities from New Jersey and other jurisdictions relevant to the Division tax administration.

The Tax Services Specialist 1 will assist Division staff with policy and program development projects, including analyzing tax policy issues, reviewing administrative procedures for compliance with statutory authority, compiling research data, and preparing reports containing findings and recommendations. Assist with special projects assigned by Division management or Senior Tax Services Specialists, including preparing research summaries, assisting in drafting agreements or administrative documents, compiling data for reports, and supporting interagency initiatives related to State tax administration.

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. 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.



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POSITION REQUIREMENTS

- Education:** Graduation from an accredited college or university with a Juris Doctorate.
- AND-
- Experience:** Three (3) years of experience in tax law research in a regulatory or business setting, or three (3) years of experience in the interpretation and application of Federal or State income tax rules, laws and regulations, which may include income tax preparation.

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.

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 August 26, 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 "2026-110-S Tax Services Specialist 1" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer