



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 069 - P	ISSUE DATE: June 17, 2025	CLOSING DATE: July 1, 2025
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TITLE: Regulatory Officer 1	OPEN TO: General Public
DIVISION: Administration	TITLE CODE: 56749 RANGE: P26
UNIT: Legal, Compliance & Workforce Engagement	WORKWEEK: NL (35 hours)
LOCATION: 3 John Fitch Way, Trenton, NJ	SALARY RANGE: \$78,024.71 - \$111,000.80

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Administration - Legal & Compliance Unit is seeking a Regulatory Officer 1. Under the direction of the Deputy Director or Assistant Director, the Regulatory Officer 1 is responsible for conducting comprehensive legal, legislative, and regulatory research, analyzing legal documents, and providing support to the Division of Administration's Legal & Compliance Unit. The role involves working closely with attorneys, department professionals, and other stakeholders to ensure accurate and timely legal information is available for executive determinations, policy review, legislative tracking, and compliance matters across the Division.

The position is responsible for providing legal analysis on issues related to the Division. This includes conducting comprehensive legal, legislative, and regulatory research utilizing a variety of sources, such as statutes, regulations, case law, and legal precedents. The Regulatory Officer 1 will work collaboratively with attorneys, departmental professionals, and other stakeholders to deliver research support and contribute to the development of strategic initiatives. A key responsibility of the Regulatory Officer 1 is staying updated on current laws and regulations relevant to the Division's activities to ensure adherence to compliance requirements.

The role also includes assisting in interdepartmental administrative hearings and contributing to the preparation of written decisions. This involves assisting in conducting hearings, which may include witness testimonies, examination of evidence, and arguments from all parties involved, making rulings on procedural matters, and carefully considering the information presented to ultimately render a decision or recommendation based on the facts and the law.

Additionally, the position supports the review and analysis of policies and procedures to ensure adherence to legal and regulatory standards. The Regulatory Officer 1 will work on creating, reviewing, updating, and coordinating regulations, Notices of Proposal, Notices of Adoption, Notices of Readoption, and related documents. This extends to drafting and editing legal documents, such as memoranda, reports, and correspondence, ensuring accuracy and consistency with legal norms. The position may also involve examining and interpreting contracts, policies, and agreements, and providing clear summaries and recommendations. The position requires monitoring legislative changes and developments that may impact the Division's operations. This includes analyzing new legislation and maintaining legal research databases and reference files for efficient information retrieval. Effective communication of research findings, legal analyses, and updates to attorneys, department professionals, and other stakeholders is crucial for success in this role. This comprehensive role requires a detail-oriented, proactive individual who can manage multiple tasks efficiently, and work collaboratively with various teams to ensure the Division's legal and compliance needs are met.

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:** One (1) year of experience performing any of the following: conducting legal research; analyzing, reviewing, and evaluating legal documents, rules, regulations, legislation, and/or regulatory matters.
- 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.

IMPORTANT NOTES

- Starting Salary:** In accordance with N.J.A.C. Title 4A, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range.



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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 July 1, 2025:

- 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 "2025- 069 - 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