



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

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| POSTING #: 2026 - 059 - P | ISSUE DATE: May 11, 2026 | CLOSING DATE: May 26, 2026 |
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| TITLE: Staff Nurse- 12 Months | OPEN TO: General Public |
| FUNCTIONAL TITLE: State House Nurse | TITLE CODE: 03852 RANGE: P20 |
| DIVISION: Risk Management | WORKWEEK: 4E (40 hours) |
| LOCATION: 125 West State Street, Trenton NJ 08625 | SALARY RANGE: \$61,510.13 - \$89,809.93 |

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Risk Management, is seeking a Staff Nurse (12-Months) to serve as the State House Nurse. Under the direction of a supervisor, official within the department or agency, the incumbent will be primarily responsible for providing immediate first aid and emergency care to all employees and visitors in the State House. This dedicated support ensures that any injuries or sudden illnesses occurring on the premises are addressed with professional urgency and clinical expertise. The nurse is also responsible for monitoring the environment for potential safety hazards and recommending appropriate mitigation measures. The incumbent initiates and summons emergency assistance when necessary.

In addition, the incumbent will be responsible for gathering all relevant communication and conditional payment data through the Medicare Secondary Payer Recovery Portal (MSPRP) and conducting mandatory reporting. Duties include reviewing all Conditional Payment Letters (CPLs) to identify treatment paid by Medicare that may be related to the workers' compensation claim, disputing unrelated charges, and recommending payment for claim-related charges upon receipt of the Demand for Payment. All findings, including verified charges and calculated Medicare Set-Aside (MSA) figures, are forwarded to the supervisor and Deputy Attorney General (DAG) for use in settlement negotiations and final court approval.

The incumbent will also act as a liaison for workers' compensation accidents within assigned areas and will authorize approved medical treatment. Responsibilities include filing completed RM-2 forms with the Division of Risk Management, obtaining claim numbers, and arranging necessary care with a State-approved physician. The position requires maintaining ongoing communication with appropriate agencies regarding employees' medical prognosis and return-to-work status. The nurse will utilize clinical expertise to conduct in-depth reviews of the most complex workers' compensation claims, ensuring that injured workers receive medically necessary and cost-effective care. The role also requires the ability to draft clear and concise reports for claims staff and the DAGs.

The incumbent will be providing medical assistance to anyone in the State Capital Complex area as needed or requested. This includes employees, police, security, agency, contractors, visitors, students, legislators, Gov. and staff, etc. Providing comprehensive services according to the specialized training received from an accredited program and expert consultation on complex nursing issues contacting patients, supervisors, manager level nurses, physicians and other program staff. Additional related duties may be performed as needed.

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.



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POSITION REQUIREMENTS

- License:** Registration as a Professional Nurse in the State of New Jersey.
- Preferred Skills:** Current Basic Life Support (BLS) Certification through an accredited organization. Ability to physically lift, move, and position clients as needed. Able to work independently, triage skills. Able to push an occupied wheelchair, operate an AED & portable oxygen tank, perform CPR and provide first aid.

IMPORTANT NOTES

- Starting Salary:** While in accordance with N.J.A.C. Title 4A, new appointments are limited to a starting salary between Step 1 and Step 4 of the salary range, the NJ Compensation Compendium issued for Fiscal Year 2026 allows for new appointments to be made up to step 9 of the salary range.

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.



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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 May 26, 2026:

- Cover letter/Letter of interest
- Resume
- Proof of current registration as a Professional Nurse in the State of New Jersey.
- If you have established Veteran's Preference, you must include a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS to apply your preference to this job vacancy posting.
- 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.

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2026- 059 - P State House Nurse" 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