



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2026 - 070 - S	<b>ISSUE DATE:</b> June 2, 2026	<b>CLOSING DATE:</b> June 16, 2026
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<b>TITLE:</b> Business Registry Specialist 3	<b>OPEN TO:</b> State Wide (all Departments/State Employees)
<b>DIVISION:</b> Revenue and Enterprise Services	<b>TITLE CODE:</b> 35620 <b>RANGE:</b> R24
<b>UNIT:</b> Business Registry	<b>WORKWEEK:</b> 3E (35 hours)
<b>LOCATION:</b> 33 West State Street 3rd Floor, Trenton, NJ	<b>SALARY RANGE:</b> \$73,706.89 - \$108,073.49

### JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Revenue and Enterprise Services is seeking a Business Registry Specialist 3. Under the close supervision of the Chief of Operations, the Business Registry Specialist 3 will be responsible for supervising Business Registry Specialists and other technical staff to ensure services provided by the business registry program in a Call Center environment. The Business Registry Specialist 3 is expected to be an expert on statutes and regulations underlying the State's business registry program. Must be able to manage complex filings, information retrieval, and fee reconciliation for the NJ business registry programs. Will assist in developing and implementing AI language models for automated customer service.

The Business Registry Specialist 3 will be responsible for contributing to the development of automated applications to streamline registry processes and enhance customer experience. They will provide expert advice on complex matters regarding NJ's business registry programs and oversee assistance to the public on business registry matters. The position will supervise client counseling and information dissemination about State business registry programs and conduct and potentially supervise presentations on business registry services to diverse business audiences. The Specialist will design and deliver training materials and sessions for business registry staff, instruct staff on policies, procedures, laws, and regulations related to business registry operations, and assess and address additional training needs within the assigned unit.

The Business Registry Specialist 3 will supervise employee training in various business registry program areas and support Division management in implementing new legislation, rules, and regulations for business registry programs. They will assist in creating customer guides and instructions for online and paper-based services and consult with government officials on cross-agency registry data sharing and use. The role includes supervising the preparation and revision of unit performance reports and supervising staff in various business registry functions, including filings, fee collection, customer service, and record retrieval. The Specialist will oversee reviews and audits of business registry services, recommending improvements as needed, and supervise the processing of cases requiring adjustments or corrections to registry or fee payment records. They will review unit operations and suggest procedural changes to Division management and coordinate work efforts between the assigned unit and other Division units, resolving inter-unit issues.

The Business Registry Specialist 3 will oversee the implementation of new or changed service processes and supervise work operations and functional programs, including hiring, firing, promoting, demoting, and disciplining employees. They will establish work standards and conduct employee performance evaluations using the State's e-PAR system and manage staffing levels in the business registry contact center based on volume and inquiry types by ensuring time and leave requests are reviewed accordingly in the State's eCATS system.

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 & Experience:**

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the below mentioned professional experience.

-OR-

Seven (7) years of professional experience in business registry operations or an aligned field.

-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.



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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.

**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 16, 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 "2026-070-S Business Registry Specialist 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*