



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 085 - P	ISSUE DATE: June 30, 2026	CLOSING DATE: August 12, 2026
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TITLE: Government Representative 2	OPEN TO: General Public
FUNCTIONAL TITLE: Staff Attorney 1	TITLE CODE: 55013
DIVISION: Purchase and Property	RANGE: X98
UNIT: Bureau Counsel	WORKWEEK: NL (35 hours)
LOCATION: 33 West State Street, Trenton, New Jersey	SALARY RANGE: \$105,328.20

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Purchase & Property, seeks a seasoned professional to serve as a Staff Attorney 1 within the Division.

Strong writing skills are essential as, under the direction of the Chief Hearing Officer, the selected candidate will be responsible for drafting the Division's final agency decisions on vendor protests, appeals of decisions made by the Contract Compliance and Audit Unit and the Chapter 51 Review Unit, and denials of certifications for Small Business Enterprises (SBE), Minority or Women Owned Business Enterprises (M/WBE) and Disabled Veteran Owned Business (DVOB) made by the Division of Revenue and Enterprise Services.

In addition, under the direction of Division Counsel and other managing staff, the candidate selected for the position will be responsible for reviewing documents and providing constructive assistance to the Procurement Bureau and individual Procurement Specialists in the development of procurement strategies and RFP/RFQ specifications; ensuring that the Procurement Bureau's pre-contract award decisions comply with the applicable laws, regulations and precedent; negotiating participating agreements, software licensing agreements, and other contract terms with vendors; drafting the Division's responses to proposed legislation that impacts the Division's business objective; assist in the document review in preparing the Division's response to Open Public Records Act requests; and, other tasks as assigned.

Experience in public procurement or regulatory law is preferred. Additionally, the ideal candidate will have excellent writing skills; a strong work ethic including the ability to manage a diverse workload against performance metrics; solid customer service skills; and the ability to effectively communicate with a variety of agency officials and vendor representatives.

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 Juris Doctor (J.D.) or a Bachelor of Laws (LL.B.) degree.
- OR-
- Graduation from an accredited college or university with a Bachelor's degree.
- Experience:** Three (3) years of experience involving legal or legislative research, drafting of rules, regulations, legislation, amendments, and/or the interpretation of statutes.
- Note:** Appointees currently matriculating in an accredited law school as an LL.B or J.D. candidate may substitute such enrollment for the three (3) years of required experience on a year-for-year basis.
- Note:** The legal specialist may be a fulltime law school student working for the state on a limited part-time basis or during periods when law school is not in session.
- Note:** Preference will be given to applicant with general transactional experience and familiarity with public and private market investments.
- License:** Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.



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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>.

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 12, 2026:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)
- 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 "2026-085-P Staff Attorney 1" 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