MIKIE SHERRILL
*Governor*

**State of New Jersey**
DEPARTMENT OF BANKING AND INSURANCE
ADMINISTRATION
PO BOX 325
TRENTON, NJ 08625-0325

TEL (609) 292-7272

SUSAN OCHS
*Acting Commissioner*

**The New Jersey Department of Banking & Insurance invites qualified candidates to apply for the following position:**

| | | | | | |
|---|---|---|---|---|---|
| **POSTING NUMBER** | 2026-BIA-100 | **OPENING DATE** | October 30, 2026 | **CLOSING DATE** | November 30, 2026 |
| **TITLE & TITLE CODE IF APPLICABLE** | Title: Regulatory Officer 2<br>Title Code: 56751 | | | | |
| **UNIT & LOCATION** | Office of Regulatory Affairs<br>Mary Roebling Building<br>20 W. State Street<br>Trenton, New Jersey | **TITLE RANGE & SALARY RANGE** | P29<br>$95,955.40- $ 141,386.20 | | |
| | | **STARTING SALARY** | TBD per NJAC per current salary step | | |
| **OPEN TO** | Open to current state employees with permanent status, who meet the requirements below, subject to current promotional and hiring restrictions, if any, required by the New Jersey Civil Service Commission. | | | | |
| **TITLE DESCRIPTION** | Under limited supervision of a supervisory official or other designated official in a state department, institution, or agency, functions independently on routine issues, and assists with respect to complex regulatory matters, formal and informal, both legislative and quasi-judicial in nature, including matters related directly to administrative procedure and policy matters considered by the agency; does related work as required.<br>Performs research and analysis on various issues related to the banking, insurance, and real estate industries; prepares written documents regarding same, including rule proposals, rule adoptions, public notices, orders, bulletins, final decisions, memoranda, summaries, responses to inquiries, legislation, and bill comments; acts as a hearing officer; represents the Real Estate Commission staff's position in enforcement actions and application appeals before the Real Estate Commission. | | | | |
| **EDUCATIONAL REQUIREMENTS** | Graduation from an accredited law school with a Juris Doctor (J.D) Degree.<br>**IF GRADUATION OCCURRED WITHIN THE PAST THREE YEARS, A TRUE AND ACCURATE COPY OF A TRANSCRIPT EVIDENCING ACHIEVEMENT OF DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY MUST BE INCLUDED WITH YOUR APPLICATION; IF THE TRANSCRIPT IS NOT SUBMITTED ALONG WITH YOUR APPLICATION, YOUR APPLICATION MAY NOT BE CONSIDERED. IF GRADUATION OCCURRED OVER THREE YEARS AGO, A TRANSCRIPT IS NOT REQUIRED AT THIS TIME BUT MAY BE REQUIRED AT A LATER TIME.**<br>Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination. | | | | |
| **EXPERIENCE REQUIREMENTS**<br>**LICENSE REQUIREMENT** | Two (2) years of experience performing any of the following: conducting legal research; analyzing, reviewing, and evaluating legal documents, rules, regulations, legislation, and/or regulatory matters.<br>OR<br>Two (2) years of experience as an attorney. | | | | |

| | |
|---|---|
| **LICENSE REQUIREMENTS** | **LICENSE:**<br>Appointee must be eligible to practice as an Attorney-At-Law in the State of New Jersey.<br>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.<br>Appointees 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 the essential duties of the position. |

| | |
|---|---|
| **RESIDENCY REQUIREMENTS** | The "New Jersey First Act," effective September 1, 2011, contains new residency requirements for public officers and employees, unless exempted under the law. Current, new or prospective employees should be aware of the following:<br><br>Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.<br><br>For more information, please visit Department of Labor & Workforce Development \| New Jersey First Act |
| **GENERAL INFORMATION** | *Medical Accommodation Requests:* The New Jersey Department of Banking and Insurance provides reasonable accommodations to applicants with disabilities upon request in accordance with the law. If you need a reasonable accommodation for any part of the application, interview, and/or hiring process, please contact the Department's ADA/Medical Accommodations Coordinator, Lisa Clapp, at lisa.clapp@dobi.nj.gov or (609) 940-7337, for assistance.<br><br>*State as a Model Employer ("SAME") Applicants*: If you are applying for this position under the State of New Jersey's SAME Program, please note that your supporting documents (i.e. Schedule A or B Letter), must be submitted along with your Resume, by the closing date indicated above. For information on the SAME Program, please visit the New Jersey Civil Service Commission's ("CSC") website at: Civil Service Commission \| Overview (https://nj.gov/csc/same/overview/index.shtml), and for any questions regarding the SAME program, please contact CSC by email: CSC-Same@csc.nj.gov, or by phone at: 609-292-4144, "option 3".<br><br>*Hours of Work:* The hours of work for this position are Monday through Friday from 8:00 a.m. to 4:00 p.m.; 8:30 a.m. to 4:30 p.m.; or 9:00 a.m. to 5:00 p.m. All No-Limit (NL) titles may be required to perform work beyond the stated hours of work as needed, in compliance with applicable collective bargaining agreements and laws.<br><br>**ADDITIONAL INFORMATION**<br><br>• Health Benefits, including Dental, effective 60 days from hire date. This also includes a robust prescription plan.<br>• Vision care partial reimbursement for exams, glasses and/or contacts.<br>• May carry up to one year of earned vacation time into the next succeeding year only.<br>• Earn up to 15 sick days per year, which may be carried from year to year on an unlimited basis. Will also receive 1 additional bereavement day, applying to immediate family members.<br>• Will receive up to 3 personal days per year (Administrative Leave Days).<br>• Receives 13 paid Holidays per year.<br>• Per the most recent collective bargaining agreement ending June 30, 2027, union-represented employees will receive the following salary increases:<br>  ○ 3.5% Across the board for each of the 4 years of the contract, beginning July 1, 2023.<br>  ○ Continued salary steps each year at approximately 3.7% (1.5 years from step 8 to step 9, and 2 years from step 9 to step 10, and step 10 to step 11).<br>• Mandatory enrollment in a fixed Pension Plan. Employee contribution is 7.5% of salary. Vested after 10 years.<br>• May qualify for Telework up to 2 days per week after a period of training and acclimation to the department |

**APPLICATION INSTRUCTIONS**

**Applicants must submit a letter of interest, resume, writing sample written in the past three years no longer than ten pages (unedited by others), transcript(s) if specified above, and three (3) professional references. References for those to whom you have reported in the workplace and who have supervised or managed your work are preferred. Please provide your references' names, job titles and current contact information, including email addresses. All application documents must be submitted by the Closing Date specified above to the Department of Banking and Insurance's Human Resources Office at Recruitment_hiring@dobi.nj.gov, with your last name and the BIA Posting Number above included in the subject line of your email. Thank you.**

**The New Jersey Department of Banking & Insurance is an Equal Employment Opportunity Employer.**