



State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE
 ADMINISTRATION
 PO Box 325
 TRENTON, NJ 08625-0325

MIKIE SHERRILL
 Governor

SUSAN OCHS
 Acting Commissioner

DR. DALE G. CALDWELL
 Lt. Governor

TEL (609) 292-7272

ILA BHATNAGAR
 Assistant Commissioner

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

POSTING NUMBER	2026-BIA-030				
TITLE & TITLE CODE IF APPLICABLE	"Open Public Records Act (OPRA) Custodian / Records Retention Coordinator / Ethics Liaison Officer" CSC Title: Legal Specialist 1 CSC Title Code: 37653 Unclassified – N.J.S.A. 11A:3-4(I)	OPENING DATE	February 23, 2026	CLOSING DATE	Until Position is filled
UNIT & LOCATION	Office of Administration Mary Roebling Building 20 W. State Street Trenton, New Jersey	TITLE RANGE & SALARY RANGE	P26 \$80,755.57 to \$118,678.17 Salary commensurate with level of education and experience		
OPEN TO	Open to the public and to current State employees subject to any applicable New Jersey Civil Service Commission promotional and hiring restrictions.				
TITLE DESCRIPTION	<p>Under direction of the Assistant Commissioner of Administration, Deputy Assistant Commissioner of Administration, or other managerial or supervisory official at the Department of Banking and Insurance, performs confidential legislative, legal, and policy-influencing research related to department programs, in conformance with guidelines established by the State Attorney General; acts as liaison between a state department and the Office of the Attorney General in receiving, formulating, and transmitting requests for legal advice on behalf of a state agency; prepares reports and recommendations on the impact of proposed or existing legislation; does other related duties as required. This position will perform the following non-exhaustive list of examples of work:</p> <ul style="list-style-type: none"> Function as an Open Public Records Act (OPRA) Custodian for the Department of Banking and Insurance (the "Department") <ul style="list-style-type: none"> Promptly review and assist with drafting responses to OPRA requests pursuant to <u>N.J.S.A. 47:1A-1 et seq.</u> Serve as OPRA liaison on behalf of the Department with the Attorney General's Office Effectively engage in internal and external communications, including privileged consultation, in connection with OPRA work; maintain confidentiality Analyze OPRA requests and proposed responsive documents for relevancy, privilege, applicability of legal objections and exemptions Draft proposed responses to OPRA requests Stay current on legal developments affecting OPRA 				

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	<ul style="list-style-type: none"> • Attend statewide OPRA meetings • Learn and apply the Department's regulations as they pertain to documents • Function as a Records Retention Coordinator for the Department <ul style="list-style-type: none"> • Ensure compliance with the State General Record Retention Schedule, <u>N.J.S.A. 47:3-5, et seq.</u>, <u>N.J.A.C. 15:3-1.6</u> and all applicable statutes and regulations governing the retention, storage and destruction of public records • Function as an Ethics Liaison Officer on behalf of the Department with the New Jersey State Ethics Commission <ul style="list-style-type: none"> • Receive and analyze Department's employees' Attendance at Event requests for ethical compliance • Receive and analyze Department's employees' Outside Activity Questionnaires for ethical compliance • Handle general inquiries from Department's employees to ensure ethical compliance • Conduct investigations into allegations of ethics violations • Train Department's employees on ethics requirements • Function as liaison on behalf of the Department • Engage in effective internal and external communications involving ethics matters while maintaining strict confidentiality • Work efficiently and independently while functioning as a member of a team of legal compliance personnel
<p>EDUCATIONAL REQUIREMENTS</p>	<p>Graduation from an accredited law school with Juris Doctor (J.D.) or a Bachelor of Laws (L.L.B.) degree.</p> <p style="text-align: center;">-OR-</p> <p>Graduation from an accredited college or university with a Bachelor's degree.</p> <p>A TRUE AND ACCURATE COPY OF A TRANSCRIPT EVIDENCING ACHIEVEMENT OF BACHELORS 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.</p> <p>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.</p>
<p>EXPERIENCE REQUIREMENTS</p>	<p>Three (3) years of experience involving legal or legislative research, drafting of rules, regulations, legislation, amendments, and/or the interpretation of statutes.</p> <p>NOTE: Appointees currently matriculating in an accredited law school as an L.L.B or J.D. candidate may substitute such enrollment for the three (3) years of required experience on a year-for-year basis.</p>
<p>LICENSE REQUIREMENTS</p>	<p>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.</p>

<p>RESIDENCY REQUIREMENTS</p>	<p>The “New Jersey First Act,” N.J.S.A. 52:14-7 (L. 2011, Chapter 70) 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:</p> <p>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.</p>
<p>GENERAL INFORMATION</p>	<p><u>Medical Accommodation Requests:</u> 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.</p> <p><u>Telework:</u> This position may be eligible to participate in the Department’s pilot Telework Program/Policy, which offers eligible employees the opportunity to work remotely up to two (2) days per week, if approved by Management per operational needs, subject to all requirements of the Department’s Telework Program/Policy. For questions regarding Telework eligibility, please ask during the interview process if selected for an interview.</p> <p><u>Benefits:</u> For questions regarding health insurance and other job-related benefits, please direct inquiries to the Department’s Human Resources Office at the email address provided below.</p> <p><u>Hours of Work:</u> The hours of work for this position are Monday through Friday from 9:00 a.m. to 5:00 p.m. All No-Limit (NL) titles will be required to perform work beyond the stated hours of work as needed, in compliance with applicable collective bargaining agreements and laws.</p> <p><u>State as a Model Employer (“SAME”) Applicants:</u> 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”.</p>
<p>APPLICATION INSTRUCTIONS</p>	
<p>Applicants must submit a Letter of Interest, Resume, transcript(s) if specified above, and three (3) professional references of your current or former supervisors/ managers- please only provide references for those to whom you have reported in the workplace and who have supervised or managed your work. 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.</p>	

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