



State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE

ADMINISTRATION

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MIKIE SHERRILL
Governor

SUSAN OCHS
Acting Commissioner

DR. DALE G. CALDWELL
Lt. Governor

ILA BHATNAGAR
Assistant Commissioner

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

POSTING NUMBER	2026-BIA-074	OPENING DATE	July 13, 2026	CLOSING DATE	Until filled
TITLE & TITLE CODE IF APPLICABLE	Title: Legislative Liaison Unclassified N.J.S.A.11A:3-4(I) Title Code: 99981				
UNIT & LOCATION	Office of External Affairs Mary Roebling Building 20 W. State Street Trenton, New Jersey	TITLE RANGE & SALARY RANGE	X98 \$90,000 - \$115,000		
		STARTING SALARY	Commensurate with education and experience		
OPEN TO	General Public				
TITLE DESCRIPTION	The Department of Banking and Insurance seeks a highly motivated and experienced leader to coordinate and direct the Department's engagement on its legislative priorities. Reporting to the Director of External Affairs, the Legislative Liaison will work with Department staff, state legislative staff and other federal, state, and local government officials on legislative and policy matters that impact the banking, insurance and real estate sectors. The Legislative Liaison will help inform and communicate the Department's strategic priorities with legislative staff and peers across State government. Some of the key job responsibilities of the Legislative Liaison will be to: • Monitor and report on all State legislation that would impact the Department and its work, apprising and coordinating closely with the Office of Regulatory Affairs • Review pending legislation and oversee the drafting of informal and formal Department comments • Track and manage constituent requests from the legislature and the Governor's Office • Articulate and advocate for the Department's legislative priorities • Help prepare the Commissioner and Department senior leaders for hearings or legislative meetings, including strategic guidance and background memos • Build relationships with legislative staff across State government to help inform the Department's legislative strategy and foster collaboration on the Department's priorities				
EXPERIENCE REQUIREMENTS	EDUCATION & EXPERIENCE Graduation from an accredited college with a Bachelor's degree. Six (6) years of experience in intergovernmental affairs with primary responsibility for interaction with other levels of government and other agencies regarding program matters. NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.				

	PREFERRED EXPERIENCE Minimum seven (7) years' experience, with significant background in the legislative process, such as: legislative aide, governmental affairs, constituent services, legislative drafting or regulatory affairs. Key Attributes: • This position is for a self-starter with experience managing multiple responsibilities in a fast-paced environment • A candidate who has a customer service-orientation • Someone who pays close attention to detail and has strong follow-through skills • One with excellent oral and written communication skills • A true people-person who has proven excellence at building relationships • One who appreciates the value of functioning in a highly collaborative workplace • One who is a quick study with the established ability to monitor and effectively discuss a wide variety of topics within the Department's Mission and mandate
LICENSE REQUIREMENTS	A TRUE AND ACCURATE COPY OF A TRANSCRIPT EVIDENCING ACHIEVEMENT OF BACHELOR'S 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. 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," 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: 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.
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GENERAL INFORMATION	<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@dob.nj.gov or (609) 940-7337, for assistance. <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". <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. ADDITIONAL INFORMATION • Health Benefits, Prescription, and Dental, effective 60 days from hire date. • Vision care partial reimbursement for exams, glasses and/or contacts. • Vacation allotment accrues with years of service. Earned and unused vacation time may carry into the next succeeding year only. • Earn up to 15 sick days per year, which may be carried from year to year on an unlimited basis. • Will receive up to 3 personal days per year (Administrative Leave Days). • Receives 13 paid Holidays per year. • Mandatory enrollment in a fixed Pension Plan. Employee contribution is 7.5% of salary. Vested after 10 years. • 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, 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@dob.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.