



State of New Jersey

Office of Information Technology

Mikie Sherrill
Governor

Dr. Dale G. Caldwell
Lt. Governor

Kevin Dehmer
Chief Technology Officer

NOTICE OF JOB VACANCY

ISSUE DATE: September 18, 2026

CLOSING DATE: October 18, 2026

POSTING OPEN TO: () OIT EMPLOYEES IN UNIT SCOPE(S):
() STATEWIDE (STATE EMPLOYEES ONLY)
(X) GENERAL PUBLIC

TITLE: LEGAL SPECIALIST 3

POSTING # 2026-044

TITLE CODE: 37655

SALARY RANGE: &32 \$110,276.47 - \$162,870.37

LOCATION: NJ Office of Information Technology
Legal and Compliance
300 Riverview Plaza
Trenton, NJ 08625

HOURS OF WORK: TBD

Employee Benefit(s):

The New Jersey Office of Information Technology (NJOIT) provides many employee benefits to acknowledge and value their contribution. Statewide benefits include:

- ***Alternate Work Week Program****
- ***Deferred Compensation***
- ***Health, Dental and Life Insurance***
- ***Public Service Loan Forgiveness***
- ***Staff training***
- ***Telework Program****
- ***Flexible and Health Spending Accounts (FSA)/(HSA)***
- ***13 Paid holidays***
- ***Paid time off***

****Pursuant to NJOIT's policy, procedures, and/or guidelines***

The Office of Information Technology (OIT) currently offers a hybrid work schedule, and this position may qualify for up to 2 days of remote work outside of OIT buildings after successful completion of a Working Test Period or 120 calendar days after the effective date of the appointment. This program does not supersede the "New Jersey First Act," which requires newly hired OIT employees to establish, and then maintain, principal residence in the State of New Jersey.

DESCRIPTION OF THE SPECIFIC POSITION: As the supervisor for Legal, Compliance & Privacy, OPRA, and EEO/Ethics the individual provides comprehensive management and oversight for the Office of Legal and Compliance. Responsibilities include advising NJOIT executive leadership on a wide spectrum of legal issues, such as regulatory compliance, privacy, legislative research, public records (including OPRA), equal employment opportunity, and ethical standards. The position coordinates legal reviews, risk assessments, and policy development across all NJOIT operations and administration, ensuring that contracts, MOUs, MOAs, interagency agreements, procurement, and data-sharing arrangements comply with statutes and regulations. Serving as a liaison with the Office of the Attorney General and other State entities, this role also manages OPRA requests and policy development, supports EEO and ethics compliance, conducts thorough legislative and regulatory analysis, and supervises professional staff while managing critical legal, compliance, or policy functions.

Transactional law experience is strongly preferred, particularly experience involving government or public-sector contracts, memoranda of understanding (MOUs), memoranda of agreement (MOAs), interagency agreements, procurement matters, data-sharing agreements, and similar governmental transactions; experience with government or administrative law and legal and regulatory compliance; experience addressing privacy, data governance, and technology-related legal matters; experience handling OPRA and public-records matters; experience addressing equal employment opportunity (EEO) and ethics matters; experience conducting legislative and regulatory research and analysis; experience advising executive leadership and coordinating

legal matters across governmental entities; and experience supervising professional staff or managing a significant legal, compliance, or policy function.

REQUIREMENTS:

EDUCATION: Graduation from an accredited law school with Juris Doctor (J.D.) or a Bachelor of Laws (L.L.B.) degree.

EXPERIENCE: Four (4) years of experience involving legal or legislative research, drafting of rules, regulations, legislation, amendments, and/or the interpretation of statutes, two (2) years of which shall have been in a supervisory capacity.

-OR-

EDUCATION: Graduation from an accredited college or university with a bachelor's degree.

EXPERIENCE: Seven (7) years of experience involving legal or legislative research, drafting of rules, regulations, legislation, amendments, and/or the interpretation of statutes, two (2) years of which shall have been in a supervisory capacity.

NOTE: Appointees currently matriculating in an accredited law school as an L.L.B or J.D. candidate may substitute such enrollment for three (3) years of the required non-supervisory experience on a year-for-year basis.

FOR NON-U.S. CITIZENS AND/OR FOREIGN DEGREES

AUTHORIZATION TO WORK: U.S. Citizenship is not required. Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJOIT does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

Note on Degree Information: You must provide a transcript(s) or evaluation of your degree(s). Foreign degrees must be evaluated by a recognized evaluation service and include your course-by-course evaluation. Candidates will NOT be considered for the position if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically.

Current State employees: Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

RESIDENCY REQUIREMENTS: In accordance with the New Jersey First Act, [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), effective September 1, 2011 all employees must reside in the State of New Jersey unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

OPEN TO THE FOLLOWING: Applicants must meet the job specification on file at the Civil Service Commission. To view the Civil Service Commission's Job Specification, please visit: <https://info.csc.nj.gov/Titlelist/TitleList/StateTitleList>

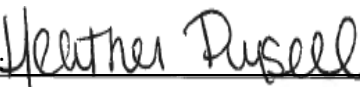
As a condition of employment with NJOIT a background inquiry will be conducted.

Please visit the following URL for the NJ Application for Employment: <https://nj.gov/it/docs/eo/DPF-663.pdf>

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404, option #3.

FILING INSTRUCTIONS: Applicants are encouraged to file electronically. Forward your **resume, cover letter, unofficial transcript OR foreign degree evaluation, completed NJ Application for Employment and three professional references** to recruiter4@tech.nj.gov **Include the posting number (2026-044) in the subject line.**

Authorized by:



Heather Pursell, Manager HR