NEW JERSEY DEPARTMENT OF STATE  
P.O. BOX 459 TRENTON, NJ 08625  

NOTICE OF JOB VACANCY  
UNCLASSIFIED APPOINTMENT  

ISSUE DATE: August 4, 2021  
CLOSING DATE: August 18, 2021  

OPEN TO: Interested individuals who meet the requirements  
POSTING # STA-2021-020  

DIVISION: Business Action Center (Business Advocate)  
SALARY: $80,000.00 - $85,000.00  

TITLE: Government Representative 2 (Unclassified)  

POSITION DESCRIPTION: Under the direction of the executive director performs complex work to help businesses get answers from government agencies, direct them to appropriate officials or contacts, facilitates meetings and follow-ups with regulatory agencies, answers questions about regulatory matters and cuts through the maze of local, county and state government. In addition, works with New Jersey companies interested in expansion and relocation, reviewing with them any grants or loans available to aid them in their efforts.  

REQUIREMENTS:  

EDUCATION: Graduation from an accredited college with a Bachelor’s degree.  

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with (30) semester hour credits equal to one (1) year of experience.  

NOTE: All college degrees (both U.S. and non-U.S.) and/or transcripts from a college or university must already be evaluated for accreditation by the closing date of the posting. Transcripts (if required) must be submitted with your resume. Failure to comply with these requirements may result in ineligibility.  

EXPERIENCE: Five (5) years of experience in industrial/commercial real estate sales, area economic development, or business development and assistance.  

LICENSE: 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 LAW: Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.  

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.  

OPEN TO: Anyone who meets the requirements listed above.
APPLICANT INFORMATION: Applicants should submit a cover letter with announcement number, resume, employment application (employment application can be found here) [https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf](https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf) and college transcripts by the closing date to Employment.Recruiter@sos.nj.gov

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