



# NEW JERSEY DEPARTMENT OF THE TREASURY NOTICE OF VACANCY

<b>POSTING #:</b> 2023 - 011 - R	<b>ISSUE DATE:</b> March 20, 2023	<b>CLOSING DATE:</b> April 20, 2023
<b>TITLE:</b> Research Analyst 1	<b>OPEN TO:</b> State Wide (all Departments/State Employees)	
<b>DIVISION:</b> Office of Administration Law	<b>TITLE CODE:</b> 03171	<b>RANGE:</b> P 18
<b>UNIT:</b> Legal Research & Writing	<b>WORKWEEK:</b> NE (35 hours)	
<b>LOCATION:</b> Hamilton, New Jersey & Newark, New Jersey	<b>SALARY RANGE:</b> \$50,737.29 - \$71,553.48	

## JOB DESCRIPTION

The New Jersey Department of Treasury, Office of Administrative Law's Legal Research and Writing Unit seeks a Research Analyst 1. This position will be responsible for reviewing drafts of initial and final decisions; other written administrative documents containing findings, conclusions, and recommendations for the OAL's corps of administrative law judges. Other duties include editing documents for organization, clarity, accuracy, and consistency, using a sophisticated understanding of syntax and narration. The ideal candidate will be able to rework and reorganize legal documents independently, draft language to streamline judges' writing process, ensure proper legal citations using provided style manuals, and prepare documents for submission to the Rutgers Law digital collection. This position uses LexisNexis and other electronic databases to research legal citations, including statutes, regulations, administrative decisions, and court opinions. May assist the ALJs in organizing material in legal briefs, hearing transcripts, and exhibits marked into evidence.

Positions available in two locations: 9 Quakerbridge Plaza, Trenton, NJ and 33 Washington St # 7, Newark, NJ.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

## POSITION REQUIREMENTS

**Open to the following:** Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed below. This is not a promotional announcement. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.

**Education:** Graduation from an accredited college or university with a Bachelor's degree.

**Experience:** One (1) year of experience in legal or legislative research which shall have included the preparation of basic research and technical reports.

**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.

**Note:** A Juris Doctor degree or LLB from an accredited law school may be substituted for the experience indicated above.

**License:** Appointees must possess a driver's license valid in New Jersey in order to perform the essential duties of the position.



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### IMPORTANT NOTES

**SAME Applicants:**

Candidates applying under the New Jersey "SAME" program, must include a Schedule A or B letter with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml> , email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.

**Veteran's Preference:**

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

**Foreign Degrees:**

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

### INSTRUCTIONS TO APPLY

**If you are qualified, please submit the documents listed below by 5:00 p.m. on April 20, 2023:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

**Treasury Employment Recruiter**

**Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)**

**(Please list the "2023-011-R - Research Analyst 1" in the Subject Line)**

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

### THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by:

*Antoinette Sargent* n/e  
Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*