



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 - 096 - S	ISSUE DATE: June 14, 2024	CLOSING DATE: July 12, 2024
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TITLE: Associate Editor OAL Publications	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Office of Administrative Law	TITLE CODE 56894 RANGE: R 23
UNIT: Rules and Publications	WORKWEEK: NE (35 hours)
LOCATION: 9 Quakerbridge Plaza, Trenton, NJ 08625	SALARY RANGE: \$65,748.43- \$93,268.09

JOB DESCRIPTION

The Division of Administrative Rules (Division), within the Office of Administrative Law (OAL), reviews all State Executive Branch rulemaking notices for compliance with the Administrative Procedure Act, NJSA 52:14B-1 et seq., and the Office's Rule for Agency Rulemaking NJAC 1:30. These notices are then processed by the Division for publication in the New Jersey Register (Register), the rules are incorporated in the New Jersey Administrative Code (Code). The position of Associate Editor (AE) is assigned to the Division to work in coordination with the Editor, other Associate Editors, Division Manager, Legal Assistant 2, and Rules Analyst (hereinafter, "Rules Analysts"), and the publisher LexisNexis.

Examples of Work:

- Assists the Editor in all editorial, printing, distribution and marketing activities necessary to publish the bi-weekly New Jersey Registrar ("Register") monthly updates to the New Jersey Administrative Code (Code), New Jersey Administrative Reports (NJAR), and any pamphlets or reprints of the Code, Register, or NJAR.
- Determines, edits and compiles which materials are required to be included in full, which are to be excluded from the Register, Code and NJAR.
- Prepares and maintains both general and special indices of all rules and statements published in the Code to provide comprehensive and direct access to all administrative statement issued by the State government.
- Researches and writes annotations for the Administrative Code. Serves as liaison to the printer on all publication matters.
- Develops and maintains cross-reference table to provide continuity of existing rules with those published pursuant to the comprehensive numeration system and the revised designations and classifications established by the Rules Analyst.
- Assists the Editor, OAL in developing marketing and advertising strategies.
- Supervises the related clerical, filing and proofreading functions of the publications to assure accuracy and efficiency.
- Prepares clear, technically sound, accurate and informative reports of editorial and related matters containing findings, conclusions and recommendations.
- Supervises the maintenance of essential records, reports and files.
- Supervises the work operations and/or functional programs and has responsibility for employee evaluations and for effectively recommending the hiring, firing, promoting, demoting and/or disciplining of employees.
- Will be required to lean to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.



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POSITION REQUIREMENTS

Education & Experience:

Possession of a Bachelor's degree from an accredited college or university and three (3) years of professional experience relevant to the position.

-OR-

Seven (7) years of professional experience in journalism, publishing, printing, mass media writing and/or related fields.

Note:

Applicants must meet one of the above or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Note:

"Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgement and make accurate and informed decisions.

IMPORTANT NOTES

Open to the following:

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. 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.



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GENERAL INFORMATION

- Vacancy Notice:** This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.
- 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 information, visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.
- 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 information, 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 information, 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, OPT, or H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

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.

If you are qualified, please submit the documents listed below by 5:00 p.m. on July 12, 2024:

- 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

(Please list the “2024- 096-S- Associate Editor OAL Publications” in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer