



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2023 - 065 - P	ISSUE DATE: May 16, 2023	CLOSING DATE: May 30, 2023
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TITLE: Regulatory Officer 1	OPEN TO: General Public
DIVISION: New Jersey Secure Choice Savings Program	TITLE CODE: 56749 RANGE: P 26
UNIT: New Jersey Secure Choice Savings Program	WORKWEEK: NL (35 hours)
LOCATION: 3 John Fitch Way, Trenton, NJ, 08625	SALARY RANGE: \$72,836.90 - \$103,620.41

JOB DESCRIPTION

The New Jersey Secure Choice Savings Program (SCSP) is seeking a Regulatory Officer 1. Under supervision, assists in the drafting, coordinating, and revising rules, regulations, and orders that may be required to implement the statutory authority, powers, and duties imposed upon the SCSP. Assists the supervisory official in advising the SCSP concerning the application of various statutes, federal and state. Assists in reviewing formal decisions, orders, and reports prepared by staff to ensure compliance with appropriate laws as they affect the administrative and regulatory functions of the SCSP and that they conform to established SCSP policy and precedents. Helps review and advise the SCSP concerning decisions, orders, memoranda, correspondence, penalty settlements, and other instruments prepared by the staff before adoption or issuance. Participates in the review of service providers' agreements, provides assistance in the negotiations of service contract agreements, and drafts language to support the interest of the SCSP. May be required to perform other related duties.

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

Education: Graduation from an accredited law school with a Juris Doctor (J.D.) Degree.

Experience: One (1) year of experience in conducting legal research, analyzing and evaluating legal documents, rules, regulations, and/or legislation, or the review and analysis of regulatory matters in a government agency; or one (1) year of experience as an attorney.

License: Appointee must be eligible to practice as an Attorney-At-Law in the State of New Jersey.

Appointee must possess a current Certificate of Good Standing issued by the New Jersey Board of Bar Examiners, or other license to practice law issued by any state in the United States.



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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, visit <https://nj.gov/csc/same/overview/index.shtml>, email: 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 May 30, 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

(Please list the “2023-065-P – Regulatory Officer 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
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer