



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026-087-P	ISSUE DATE: July 6, 2026	CLOSING DATE: July 13, 2026
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TITLE: Government Representative 1	OPEN TO: General Public
FUNCTIONAL TITLE: Chief Legal Affairs Officer	TITLE CODE/RANGE/WORKWEEK: 55512/X98/NL (35 hours)
DIVISION: New Jersey Innovation Authority	APPOINTMENT TYPE: Unclassified
LOCATION: 33 West State Street, Trenton, NJ	SALARY: \$190,000.00

JOB DESCRIPTION

The New Jersey Innovation Authority is seeking a Government Representative 1 to function as the Chief Legal Affairs Officer. The NJ Innovation Authority Chief Legal Affairs Officer (CLO) will serve as an in-house advisor in an operational and compliance advisory capacity to the Chief Innovation Officer. This position will provide compliance input and recommendations to ensure that innovative and cutting-edge solutions appropriately comply with data privacy, security, and contracting laws. By ensuring the effective and efficient translation of business needs into compliance and agreements, this role will play an integral part in helping ensure the rapid and sustainable delivery of impactful programs and services to millions of New Jerseyans.

The Chief Legal Affairs Officer will report directly to the New Jersey State Chief Innovation Officer and collaborate closely with other New Jersey Innovation Authority officers, in addition to regularly working across the Authority's business units, including finance, procurement, and initiative and product leads.

Essential Duties and Responsibilities:

- Serve as the principal advisor to the Chief Innovation Officer and the Board on compliance matters, offering guidance on a wide range of matters including, but not limited to, data privacy, cybersecurity, compliance, corporate governance, and Board operations.
- Conduct in-depth legal research to support organizational decision-making and strategic initiatives.
- Review and recommend measures to efficiently achieve business goals while ensuring compliance with federal, state, and local laws and regulations affecting the organization's operations.
- Liaise and interface with the Office of the Attorney General's Division of Law on all substantive legal matters including Authority operations, organizational governance, litigation, Open Public Meetings Act and Open Public Records Act compliance, and receiving, formulating, and transmitting requests for legal advice on behalf of the Authority.
- Translate business needs and goals into transactional documents, including agreements, MOUs, and contracts, ensuring they align with organizational objectives, in consultation with the Office of the Attorney General's Division of Law.
- Advise on strategic compliance with all aspects of Federal and New Jersey State contracting laws, including vendor agreements, purchase agreements, and innovative contract mechanisms.
- In consultation with the Office of the Attorney General's Division of Law, negotiate, draft, and review agreements to support partnerships with state agencies, NGOs, non-profits, academic institutions, and private entities.
- Effectively represent NJIA in a non-attorney capacity in the agreement negotiation process, including compliance with applicable law and support the organization's strategic goals.
- Lead efforts to ensure compliance with data privacy and security laws, serving as a subject matter expert.
- Oversee interagency data sharing processes, ensuring compliance with established protocols and Memoranda of Understanding (MOUs).



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JOB DESCRIPTION

Essential Duties and Responsibilities Continued:

- Develop strategies to enhance data-sharing efficiency and security in alignment with legal requirements.
- Research and advise on regulatory compliance in digital product development and operations.
- Collaborate with product teams to resolve compliance issues, providing innovative solutions that align with legal requirements.
- In consultation with the Office of the Attorney General's Division of Law, draft and review legal documents, including terms and conditions, to support product compliance and organizational operations.
- Cross-Functional Collaboration:
- Work closely with the finance director, procurement and acquisition specialists, and program leads to align compliance strategies with operational objectives.
- Interface and coordinate with attorneys across government agencies, including the Division of Law, to ensure cohesive legal support and compliance.
- Act as a liaison between internal teams and the Division of Law to facilitate communication and cooperation.
- Organizational Leadership:
- Act as a key member of the leadership team, contributing to strategic planning and organizational development from a compliance perspective.
- Provide training and guidance to staff on compliance matters, fostering a culture of legal awareness and risk management.
- Develop and implement policies and procedures to ensure ongoing compliance with applicable laws and regulations.
- May serve additional roles such as ethics liaison officer and board secretary, as delegated by the CIO or NJIA officers.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's 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, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.

POSITION REQUIREMENTS

Education & Possession of a Juris Doctor (JD) degree from an accredited law school.

Experience:
-AND-

Ten (10) years of professional experience; five (5) years of which should be practicing law; and at least three (3) years of supervisory experience or senior individual contributor with organizational impact to principal leaders in a government, public sector, or nonprofit sector role related to legal advising and compliance.

Note: Admission to the Bar and Good Standing in New Jersey is required.

Preferred Experience: Extensive knowledge of federal, state, and local data privacy, security, and contracting laws. Proven experience in legal research, contract negotiation, and compliance oversight. Familiarity with digital product operations and innovation strategies.



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GENERAL INFORMATION

- Vacancy Notice:** This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.
- 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 and must be included in your application submission by the closing date.
- NJ SAME Program:** In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the “NJ SAME Program”, your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit <https://nj.gov/csc/same/overview/index.shtml>.
- Residency:** In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.
- Work Authorization:** Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below 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 13, 2026:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)
- If you are applying under the “NJ SAME Program”, your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date.

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the “**2026-087-P Chief Legal Affairs Officer**” in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent/sd
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer