



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2025 - 047 - R	<b>ISSUE DATE:</b> April 7, 2025	<b>CLOSING DATE:</b> May 5, 2025
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<b>TITLE:</b> Legal Specialist	<b>OPEN TO:</b> General Public
<b>FUNCTIONAL TITLE:</b> Contract Compliance Officer	<b>TITLE CODE:</b> 37156 <b>RANGE:</b> X98
<b>UNIT:</b> Office of Contract Administration	<b>WORKWEEK:</b> NL (35 hours)
<b>LOCATION:</b> 33 West State Street, Trenton, NJ	<b>SALARY RANGE:</b> \$120,000.00

**THIS IS A REPOST OF POSTING #2024-162-P. CANDIDATES WHO RESPONDED TO 2024-162-P DO NOT NEED TO REAPPLY. INTERVIEWS WILL BE EXTENDED ON THE BASIS OF THEIR RESUME.**

### JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Property Management & Construction (DPMC), Office of Contract Administration is seeking a qualified candidate to function as the Division's Contract Compliance Officer. The Office of Contract Administration is responsible for assisting project managers to ensure that the firm's awarded design and construction contracts are meeting their contractual requirements. Under the supervision of the Assistant Deputy Director of Contract Compliance, the incumbent will be responsible for the independent review and guidance for ensuring each firm's compliance with contract requirements and settling contract disputes through informal mediations and negotiations, if necessary. In coordination with the Contracts and Procurement staff, the incumbent is responsible for the annual review and revision of all contract document templates, including Contracts, Agreements, Terms and Conditions, Requests for Proposals, and Policies and Procedures. This position also serves as a Regulatory Officer, ensuring that DPMC regulations are up to date, and when changes are required, spearheads any additions and/or revisions. Provides initial research and analysis for proposed legislation affecting DPMC. Performs other job related duties as required.

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. Details will be made available throughout the interview process. 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 Juris Doctorate (J.D.) or a Bachelor of Law (L.L.B.) degree. Proof of degree is required.

**-OR-**

Graduation from an accredited college or university with a Bachelor's degree. Proof of degree is required.

**Experience:** Three (3) years of experience involving legal or legislative research, drafting of rules, regulations, legislation, amendments, and/or the interpretation of statutes.

**Note:** Appointees currently matriculating in an accredited law school as an LL.B or J.D. candidate may substitute such enrollment for the three (3) years of required experience on a year-for-year basis.

**Note:** The legal specialist may be a fulltime law school student working for the state on a limited part-time basis or during periods when law school is not in session.



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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](mailto:CSC-SAME@csc.nj.gov) or visit <https://nj.gov/csc/same/overview/index.shtml>.
- NJ Veteran's Preference:** New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).
- 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 May 5, 2025:**

- 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 "2025 - 047 - R Legal Specialist" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

*Antoinette Sargent (nr)*  
Antoinette Sargent, Human Resource Officer

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