



State of New Jersey

Department of Banking and Insurance

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Justin Zimmerman
Acting Commissioner

The New Jersey Department of Banking & Insurance invites you to apply for the following position:

POSTING NUMBER	BIA-2022-165	ISSUE DATE	July 14, 2023	CLOSING DATE	July 28, 2023
TITLE	Regulatory Officer 3 Banking & Insurance				
LOCATION & UNIT	Office of Legislative and Regulatory Affairs 20 W State Street Trenton, New Jersey	RANGE	P22		
		SALARY	\$60,711.81- \$86,030.97		
OPEN TO	Candidates who meet the requirements specified below, subject to current promotional and hiring restrictions.				
GENERAL DESCRIPTION	<p>Under direction of the Director of Regulatory Affairs or other supervisory officer in the Department of Banking and Insurance, performs routine research on various banking, insurance and real estate programs relating to the New Jersey general public and banking, insurance and real estate industries; prepares routine reports, summaries, and recommendations on legal aspects of legislation or regulations affecting same; does other related duties.</p> <p>Performs research and analysis on various issues related to the banking, insurance, and real estate industries; prepares written documents regarding same, including rule proposals, rule adoptions, public notices, orders, bulletins, final decisions, memoranda, summaries, responses to inquiries, legislation, and bill comments; acts as a hearing officer; represents the Real Estate Commission staff's position in enforcement actions and application appeals before the Real Estate Commission.</p>				
REQUIREMENTS					
EDUCATION	Graduation from an accredited law school.				
EXPERIENCE					
NOTE					
NOTE FOR FOREIGN DEGREES	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
LICENSE	Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.				
IMPORTANT NOTICE					
RESIDENCY	<p>Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.</p>				
NOTE(S)	<p>New Jersey Department of Banking and Insurance provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and/or hiring process, please notify the Department's ADA Coordinator, Lisa Clapp, at lisa.clapp@dobi.nj.gov or (609) 940-7337. Determinations on requests for reasonable accommodations will be made on a case-by-case basis."</p> <p>*Telework: This position may be eligible to participate in the Department's pilot "Telework Program", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.</p> <p>SAME Applicants: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: https://nj.gov/csc/same/overview/index.shtml , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.</p>				
	<p>Interested applicants should submit a letter of interest, resume, writing sample, a copy of your certificate of good standing with the New Jersey Bar and three (3) professional references of your current or former supervisors or managers- please only provide references for those to whom you have reported in the workplace and those who have supervised or managed your work. Please provide your references' names, job titles and current contact information, including email addresses. All documents should be submitted in PDF format by July 28, 2023 to: human.resources@dobi.nj.gov . Please include posting # BIA-# in the subject line of the email.</p>				

FILING INSTRUCTIONS

Forward a cover letter and resume electronically to: human.resources@dobi.nj.gov

You **must** include the Job ***Posting #***, and ***Last Name*** in the subject line of your email. Example: (123-22, Smith)

New Jersey Department of Banking & Insurance is an Equal Opportunity Employer

