



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2024 - 118 - P	<b>ISSUE DATE:</b> August 12, 2024	<b>CLOSING DATE:</b> August 26, 2024
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<b>TITLE:</b> Legal Specialist	<b>OPEN TO:</b> General Public
<b>FUNCTIONING TITLE:</b> Procurement Officer	<b>TITLE CODE:</b> 37156 <b>RANGE:</b> X98
<b>DIVISION:</b> Investment	<b>WORKWEEK:</b> NL (35 hours)
<b>LOCATION:</b> 50 West State Street, Trenton, NJ	<b>SALARY RANGE:</b> \$115,000.00

### JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Investment is seeking a motivated Legal Specialist within the Division.

The Division of Investment is tasked with procuring a number of services through the Division of Purchase & Property as well as independently. The Legal Specialist will provide assistance in the drafting and editing of Requests for Quotes (RFQs) and Requests for Proposals (RFPs). The Legal Specialist will assist in responding to questions from bidders, negotiation in negotiating terms and conditions, forms (e.g., source disclosure, ownership disclosure, and disclosure of political contributions) for compliance with State law. The Legal Specialist will additionally review documents (e.g., contract extensions, vendor invoices, supplemental work requests, and simple subscription agreements). Much of this work is done in coordination with the Senior Legal Specialist and attorneys from the Division of Law.

The Division invests directly in private and public securities; the Legal Specialist will assist the Senior Legal Specialist with the processing of partnership agreements, side letters, subscription agreements amendments and consents. The Legal Specialist will independently process other documents such as investor questionnaires and regulatory forms (e.g., new issue eligibility determinations, tax certifications and know-your-customer compliance documents). The Legal Specialist will be involved in reviewing qualified institutional buyer (QIB) letters and other certifications required by companies in order to comply with Federal securities laws.

The Division invests in multiple international markets and the Legal Specialist would process necessary paperwork in order to invest in the market, to vote proxies, and to obtain exemptions from withholding tax. The type of documentation the Legal Specialist would review include applications, certifications and powers of attorney.

The Legal Specialist would respond to requests from the Division of Law for information required in connection with litigation and investigations handled by the Division of Law and for documents responsive to discovery requests.

In order to respond OPRA requests, the Legal Specialist would assist the Division's records custodian in gathering documents in the Division's possession, communicate with vendors to determine if any privileges need to be asserted, and discuss any proposed privileges with the Division of Law.

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.



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### POSITION REQUIREMENTS

**Education & Experience:**

Graduation from an accredited law school with Juris Doctor (J.D.) or a Bachelor of Laws (L.L.B.) degree.

-OR-

Graduation from an accredited college or university with a Bachelor's Degree; and 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 full-time 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 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 more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto: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 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, OPT, or 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 pm August 26, 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](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2024-118 - P 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*