

# Notice of Vacancy

**Reference Number:** DOE-051-24

**Title:** Regulatory Officer 1

**Range/Title Code:** P26/56749

**Salary:** \$75,386.19 - \$107,247.18

**Position Number:** TBD

**Issue Date:** July 10, 2024

**Closing Date:** July 24, 2024

**Core Hours of Operation:** 7:30 a.m. – 5:30 p.m.

**Location:** Trenton, New Jersey

**Division:** Division of Legal and External Services, Office of School Ethics

## Description

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Under close supervision of the Director, Office of School Ethics, assists with respect to regulatory matters, formal and informal, both legislative and quasi-judicial in nature, including matters related directly to administrative procedure and policy matters considered by the agency; and performs other related work as required.

## Requirements

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### 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.

## Certification

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.

## Preferred Education/Experience

Familiarity with federal and state statutes and regulations related to education; experience in drafting, coordinating, and revision of rules, regulations, and orders that may be required to implement the statutory authority, powers, and duties over which the Department has jurisdiction; and experience with legal research and writing.

## Open to the Following

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In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

Applicants must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website [info.csc.state.nj.us/jobspec/56749.htm](http://info.csc.state.nj.us/jobspec/56749.htm).

Interested candidates may apply via: <https://www.nj.gov/education/careers/>.

## Authorization to Work

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Immigration and Customs Enforcement regulations. Note: The State of New Jersey does not provide sponsorships for work visas.

## **SAME Applicants**

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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: [nj.gov/csc/same/overview/index.shtml](http://nj.gov/csc/same/overview/index.shtml), email: [CSC-Same@csc.nj.gov](mailto:CSC-Same@csc.nj.gov), or call the Civil Service Commission at (609)-292-4144, option 3.

## **EOE/AA Statement**

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The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.