



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2024 - 097- P	<b>ISSUE DATE:</b> June 28, 2024	<b>CLOSING DATE:</b> July 12, 2024
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<b>TITLE:</b> Legal Specialist	<b>OPEN TO:</b> General Public
<b>FUNCTIONAL TITLE:</b> Director of Regulatory Affairs	<b>TITLE CODE:</b> 37156 <b>RANGE:</b> X98
<b>DIVISION:</b> Cannabis Regulatory Commission	<b>WORKWEEK:</b> NL (35 hours)
<b>LOCATION:</b> 50 Barrack Street, Trenton, New Jersey	<b>SALARY:</b> \$132,250.00

### JOB DESCRIPTION

The Cannabis Regulatory Commission (NJ-CRC), Office of Legal and Regulatory Affairs is seeking a Legal Specialist to function as the Director of Regulatory Affairs. The Director of Regulatory Affairs will assist with drafting proposed regulations, legislation and amendments in accordance with the policy objectives for the NJ-CRC. Assists the NJ-CRC council in the provision of guidance as to the nature and substance of the various statues and regulations covering the responsibilities of NJ-CRC and its programs. Provides support with legal work within the NJ-CRC and serves as a liaison for State and Local stakeholders. Offers analysis and performs research into Federal and State legislation pertaining to NJ-CRC programs, functions and procedures. May be required to perform other related duties.

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.

### 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-

**Education & Experience:** 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 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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## IMPORTANT NOTES

**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, visit <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

**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, or H1B visas are not eligible for employment at this time.

## 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 Wednesday, July 12, 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- 097 - P Legal Specialist (CRC)" 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*