



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 - 163 - P	ISSUE DATE: December 10, 2024	CLOSING DATE: December 24, 2024
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TITLE: Legal Specialist	OPEN TO: General Public
FUNCTIONAL TITLE: Assistant Deputy Director Contract Compliance	TITLE CODE: 37156 RANGE: X98
UNIT: Office of Administration	WORKWEEK: NL (35 hours)
LOCATION: 33 West State Street, 9th Floor, Trenton, NJ	SALARY RANGE: \$139,259.00

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Property Management & Construction, Office of Contract Administration is seeking a qualified candidate to function as an Assistant Deputy Director Contract Compliance. The incumbent will act as the Division's contract compliance officer and will hold informal Director's conferences, reviews and prepares documents for use in informal Director's conferences, hearings and other executive determinations. The candidate assists the Director, Deputy Director, Project Managers and agency personnel in the handling of contract issues, claim appeals, surety matters, agency administrative decisions, disputes and bid protests. Recommends revisions to the contract template, amendments, standard Terms and Conditions and General Conditions. Assists Division management in providing an independent method for settling contract disputes through directives, informal mediation and negotiation, if necessary. Provides written final agency decisions subject to the review of the Attorney General's Office.

The incumbent will review and draft proposed regulations, legislation and amendments related to the Divisions programs in accordance with the policy objectives of the Division and department. Reviews and recommends revisions to procurement documents, contracts and various contract documents used by the Division. Reviews and provides guidance and recommendations as to the nature and substance of various statutes and regulations and court decisions impacting the Division's programs. Prepares drafts of policies and procedures, circular letters and Memorandums of Understanding as necessary for Divisional matters related to design, construction, leasing and real property issues.

As required, the incumbent analyzes and performs legal research into State and/or federal legislation, requirements and court decisions pertaining to the Division's programs, functions, procedures, and prepares reports regarding their impact. Provides litigation and other support as requested and coordinates requests for legal advice from the Attorney General's Office. May represent the Division in a matter before the Office of Administrative Law and prepares correspondence and reports in the course of official 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. 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.



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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-

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

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.

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, visit <https://nj.gov/csc/same/overview/index.shtml>, email: 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.



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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 December 24, 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

(Please list the "2024- 163 - P Legal Specialist" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer