



New Jersey Office of Information Technology

## NOTICE OF JOB VACANCY

ISSUE DATE: March 3, 2025

CLOSING DATE: March 17, 2025

POSTING OPEN TO:    () OIT EMPLOYEES IN UNIT SCOPE(S):  
                          () STATEWIDE (STATE EMPLOYEES ONLY):  
                          () GENERAL PUBLIC

TITLE: Legal Specialist

POSTING # 2025-008

TITLE CODE: 37156

NUMBER OF POSITIONS: 1

SALARY: X98-Commensurate with Experience

HOURS OF WORK: 8:00 a.m. – 4:00 p.m.

LOCATION: NJ Office of Information Technology  
          Employee Services Directorate  
          CTO Office  
          300 Riverview Plaza  
          Trenton, NJ 08625

*The Office of Information Technology (OIT) currently offers a hybrid work schedule, and this position may qualify for up to 2 days of remote work outside of OIT buildings. This program does not supersede the "New Jersey First Act," which requires newly hired OIT employees to establish, and then maintain, principal residence in the State of New Jersey.*

**DESCRIPTION OF THE SPECIFIC POSITION:** Directs the Office of Legal and Compliance. Responsible for overseeing the coordination of legal review of proposed and existing contracts between OIT, the State of NJ and various vendors; reviews contract violation complaints and reviews all proposed and existing Memorandums of agreement (MOA) and Memorandums of understanding (MOU) between OIT and other government agencies to ensure legal compliance prospective. Provides guidance regarding the nature and substance of the various statues and regulations that may impact statewide technology governance, technology operations, and agency administration. Responsibilities also include updating internal OIT policies. Knowledge of legal or legislative research is preferred.

**DEFINITION:** Under direction of the Chief Executive Officer or other supervisory official in a state department, institution, or autonomous agency, performs confidential legislative, legal, and policy-influencing research related to department programs, in conformance with guidelines established by the State Attorney General; acts as liaison between a state department and the Office of the Attorney General in receiving, formulating, and transmitting requests for legal advice on behalf of a state agency; prepares reports and recommendations on the impact of proposed or existing legislation; does related work as required.

### **REQUIREMENTS:**

**EDUCATION:** 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.

**EXPERIENCE:** 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 parttime basis or during periods when law school is not in session.

**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.

**FOR NON-U.S. CITIZENS AND/OR FOREIGN DEGREES**

**AUTHORIZATION TO WORK:** U.S. Citizenship is not required. Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJOIT does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

**Note on Degree Information:** You must provide a transcript(s) or evaluation of your degree(s). Foreign degree evaluation must be evaluated by a recognized evaluation service and include your course - by - course evaluation. Candidates will NOT be considered for the position if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically.

**Current State employees:** Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

**RESIDENCY REQUIREMENTS:** In accordance with the New Jersey First Act, [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), effective September 1, 2011 all employees must reside in the State of New Jersey unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

**OPEN TO THE FOLLOWING:** Applicants must meet the job specification on file at the Civil Service Commission. To view the Civil Service Commission's Job Specification, please visit: <https://info.csc.state.nj.us/TitleList/StateList.aspx>

**As a condition of employment with NJOIT a background inquiry will be conducted.**

Please visit the following URL for the NJ Application for Employment: <https://nj.gov/it/docs/eo/DPF-663.pdf>

**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](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404, option #3.

**Electronic Filing:** Applicants are encouraged to file electronically. Forward **your NJ Application for Employment, resume, cover letter, and unofficial transcript OR foreign degree evaluation** to [recruiter4@tech.nj.gov](mailto:recruiter4@tech.nj.gov) **include the posting number in the subject line.**

**Alternate Filing:** If unable to file electronically, applicants may forward **your NJ Application for Employment, resume, cover letter and unofficial transcript OR foreign degree evaluation (including posting #2025-008)** to:

Heather Pursell, Manager, Human Resources  
Office of Information Technology  
300 Riverview Plaza, 4<sup>th</sup> Floor  
P.O. Box 212  
Trenton, New Jersey 08625-0212

Authorized by: \_\_\_\_\_



Lisa Blauer, Chief of Staff