



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 - 162 - P	ISSUE DATE: December 10, 2024	CLOSING DATE: December 24, 2024
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TITLE: Legal Specialist	OPEN TO: General Public
FUNCTIONAL TITLE: Contract Compliance Officer	TITLE CODE: 37156 RANGE: X98
UNIT: Office of Contract Administration	WORKWEEK: NL (35 hours)
LOCATION: 33 West State Street, Trenton, NJ	SALARY RANGE: \$120,000.00

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Property Management & Construction (DPMC), Office of Contract Administration is seeking a qualified candidate to function as the Division's Contract Compliance Officer. The Office of Contract Administration is responsible for assisting project managers to ensure that the firm's awarded design and construction contracts are meeting their contractual requirements. Under the supervision of the Assistant Deputy Director of Contract Compliance, the incumbent will be responsible for the independent review and guidance for ensuring each firm's compliance with contract requirements and settling contract disputes through informal mediations and negotiations, if necessary. In coordination with the Contracts and Procurement staff, the incumbent is responsible for the annual review and revision of all contract document templates, including Contracts, Agreements, Terms and Conditions, Requests for Proposals, and Policies and Procedures. This position also serves as a Regulatory Officer, ensuring that DPMC regulations are up to date, and when changes are required, spearheads any additions and/or revisions. Provides initial research and analysis for proposed legislation affecting DPMC. Performs other job related duties as required.

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.

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-

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

Education & 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 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 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 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 - 162 - 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