



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2024 - 063 - R	<b>ISSUE DATE:</b> September 25, 2024	<b>CLOSING DATE:</b> October 23, 2024
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<b>TITLE:</b> Regulatory Officer 1	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> Cannabis Regulatory Commission	<b>TITLE CODE:</b> 56749 <b>RANGE:</b> P 26
<b>UNIT:</b> Office of the Chief Counsel/ Regulatory Affairs	<b>WORKWEEK:</b> NL (35 hours)
<b>LOCATION:</b> 50 Barrack Street, Trenton, NJ	<b>SALARY RANGE:</b> \$78,024.71 - \$111,000.80

### JOB DESCRIPTION

The Cannabis Regulatory Commission, Office of the Chief Counsel/ Regulatory Affairs is seeking a Regulatory Officer 1. Under supervision, assists in the drafting, coordinating and revising rules, regulations, and orders that may be required to implement the statutory authority, powers, and duties imposed upon the CRC. Assists the supervisory official in advising the CRC concerning the application of various statutes, federal and state. Assists in reviewing formal decisions, orders, and reports prepared by staff to ensure compliance with appropriate laws as they affect the administrative and regulatory functions of the CRC and that they conform to established CRC policy and precedents. Helps review and advise the CRC concerning decisions, orders, memoranda, correspondence, penalty settlements, and other instruments prepared by the staff before adoption or issuance. 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.



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### POSITION REQUIREMENTS

- 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.
- License:** Appointee must be eligible to practice as an Attorney-At-Law in the State of New Jersey.
- License:** 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.
- License:** Appointee 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 essential duties of the position.

### IMPORTANT NOTES

- Starting Salary:** In accordance with N.J.A.C. Title 4A, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range.



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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](mailto: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 Wednesday, October 23, 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- 063 - R Regulatory Officer 1" 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*