



POSTING NUMBER: HR23-0170

ISSUE DATE: 9/13/2023

TITLE: Regulatory Officer 1

CLOSING DATE: 9/27/2023

DIVISION / OFFICE / UNIT: Local Government Services / Local Finance Board

LOCATION: 101 South Broad Street
Trenton, New Jersey 08625

SALARY RANGE: P26 \$72,836.90 - \$103,620.41

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Investigate Complaints of Ethical Violations. Receive complaints of violations of the law, under direction, conduct investigations of alleged violations, verify information and prepare summary reports of findings for submission to the Local Finance Board for consideration within three months of complaint receipt. Monitor and ensure for completion the annual filing of all Financial Disclosure Statements. Respond to Correspondence and Telephone Inquiries. Respond to Requests for Advisory Opinions. Review Local Ethics Codes for Compliance with Statute. Review proposed legislation affecting the Local Finance Board and prepare detailed reports for the Director, on the potential impact of the proposed legislation. Act as liaison for Executive Secretary of the Local Finance Board to Department officials, Office of the Attorney General, Governor's Counsel, bond counsels, financial advisors and representatives of State and local governments, concerning all matters of the Board. Responsive to the needs of the local officials and employees relative to program activities. Represent the Board before groups or agencies seeking guidance or training on the Board's functions and responsibilities. Develop presentations to interested groups at training sessions and conferences. Prepare correspondence responding to written inquiries received by the Board.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

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.

SPECIAL TRAINING: n/a

LICENSE: Appointee must be eligible to practice as an Attorney-At-Law in the State of New Jersey.

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.

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.

ADDITIONAL NOTES: 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 to resume1@dca.nj.gov by the closing date indicated above. DO NOT SUBMIT VIA THE DCA PORTAL. For more information on the SAME Program, visit their website at <https://nj.gov/csc/same/overview/index.shtml>, e-mail: SAME@csc.nj.gov or call the NJ Civil Service Commission (CSC) at (833) 691-0404.

- ☐ A promotable eligible exists within the unit scope
- ☐ A promotional list exists within the unit scope
- ☐ An open competitive list exists

Please submit a resume and any required documents (licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Resumes may be mailed to:
New Jersey Department of Community Affairs
Office of Human Resources
HR23-0170
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcportal.dynamics365portals.us/dca-services/public-job-postings>

Interviews will be granted based on resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment. UNLESS OTHERWISE EXEMPTED FROM THE LAW.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer