



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 - 069 - P	ISSUE DATE: April 29, 2024	CLOSING DATE: May 13, 2024
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TITLE: Legal Specialist	OPEN TO: General Public
FUNCTIONAL TITLE: Special Counsel	TITLE CODE 37156 RANGE: X98
DIVISION: Police & Firemen's Retirement System of NJ	WORKWEEK: NL (35 hours)
LOCATION: 50 W State Street, Trenton, NJ	SALARY RANGE: \$ 225,000

JOB DESCRIPTION

The Police & Firemen's Retirement System of New Jersey (PFRSNJ), located in Trenton, New Jersey, seeks a Legal Specialist, functioning as the Special Counsel for its Legal Department. The Legal Specialist will report directly to the Deputy Director of Legal Affairs and will provide assistance to the PFRSNJ's Legal Director as directed.

The Legal Specialist will perform all aspects of litigation in New Jersey courts (e.g., Supreme Court, Appellate Division, Superior Court, federal district court, Office of Administrative Law). Including, but not exclusive to: pre-trial discovery, case management conferences, trial preparation, preparing exhibits and stipulations to be entered into evidence, preparing lay and medical expert witnesses for testimony, direct and cross examination of witnesses at trial, motion practice, oral arguments, brief-writing, appeals, etc.

The Legal Specialist will negotiate side letters, subscription agreements, investor questionnaires, limited partnership agreements, and other fund documents for fund's alternative investments. The Legal Specialist will review and negotiate contracts for various financial services, such as global custody services, securities lending, and securities data licenses. The Legal Specialist will review and negotiate various contract documents including requests for proposals, license agreements, professional service contracts, and memoranda of understanding, to ensure compliance with State and Federal public contracting laws. The Legal Specialist should be able to advise on issues concerning the Open Public Meetings Act, the Open Public Records Act, third-party subpoenas and performing any other legal work that may be assigned. Special need for attorneys with experience in New Jersey Pension and Benefits Law.

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.

POSITION REQUIREMENTS

Education: Graduation from an accredited law school with Juris Doctor (J.D.) or a Bachelor of Laws (L.L.B.) degree.

-OR-

Education: 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 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 above 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 May 13, 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- 069 -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