The New Jersey Department of the Treasury, Division of Purchase & Property, seeks a seasoned professional to serve as a Legal Specialist within the Division.

Strong writing skills are essential as, under the direction of the Chief Hearing Officer, the selected candidate will be responsible for drafting the Division's final agency decisions on vendor protests, appeals of decisions made by the Contract Compliance and Audit Unit and the Chapter 51 Review Unit, and denials of certifications for Small Business Enterprises (SBE), Minority or Women Owned Business Enterprises (M/WBE) and Disabled Veteran Owned Business (DVOB) made by the Division of Revenue and Enterprise Services.

In addition, under the direction of Division Counsel and other managing staff, the candidate selected for the position will be responsible for reviewing documents and providing constructive assistance to the Procurement Bureau and individual Procurement Specialists in the development of procurement strategies and RFP/RFQ specifications; ensuring that the Procurement Bureau's pre-contract award decisions comply with the applicable laws, regulations and precedent; negotiating participating agreements, software licensing agreements, and other contract terms with vendors; drafting the Division's responses to proposed legislation that impacts the Division's business objective; assist in the document review in preparing the Division's response to Open Public Records Act requests; and, other tasks as assigned.

Experience in public procurement or regulatory law is preferred. Additionally, the ideal candidate will have excellent writing skills; a strong work ethic including the ability to manage a diverse workload against performance metrics; solid customer service skills; and the ability to effectively communicate with a variety of agency officials and vendor representatives.

Standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details will be made available throughout the interview process. 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, as well as general transactional experience and familiarity with public and private market investments.

**Note:** Appointees currently matriculating in an accredited law school as an LLB 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.

**License:** Appointees must possess a driver's license valid in New Jersey in order to perform the essential duties of the position.
IMPORTANT NOTES

**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](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](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, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on July 7, 2022:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)
- Writing Sample - Applicants are required to submit a writing sample, which has not been edited by another person(s), and which demonstrates the analysis of complex legal issues. If selected for an interview, you will be required to submit a written response to a hypothetical legal scenario.

**Treasury Employment Recruiter**

Email address: EmploymentRecruiter@treas.nj.gov
(Please list the "2022-049-P – Legal Specialist DPP" in the Subject Line)

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.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

**Authorized by:**

[Signature]
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer