



# State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE

ADMINISTRATION

PO BOX 325

TRENTON, NJ 08625-0325

PHIL MURPHY  
Governor

JUSTIN ZIMMERMAN  
Acting Commissioner

TAHESHA L. WAY  
Lt. Governor

TEL (609) 292-7272

FAX (609) 599-6803

ILA BHATNAGAR  
Assistant Commissioner

The New Jersey Department of Banking & Insurance invites qualified candidates to apply for the following position:

<b>POSTING NUMBER</b>	2024-BIA-015				
<b>TITLE &amp; TITLE CODE IF APPLICABLE</b>	Title: Regulatory Officer 1 Title Code: 56749	<b>OPENING DATE</b>	April 22, 2024	<b>CLOSING DATE</b>	May 22, 2024
<b>UNIT &amp; LOCATION</b>	Office of Regulatory Affairs Mary Roebling Building 20 W. State Street Trenton, New Jersey	<b>TITLE RANGE &amp; SALARY RANGE</b>	P26 \$75,386.19 - \$107,247.18		
		<b>STARTING SALARY</b>	\$75,386.19		
<b>OPEN TO</b>	General Public				
<b>TITLE DESCRIPTION</b>	<p>Under close supervision of a supervisory official or other designated official in a state department, institution, or agency, assists with respect to regulatory matters, formal and informal, both legislative and quasi-judicial in nature, including matters related directly to administrative procedure and policy matters considered by the agency; does related work as required.</p> <p>Performs research and analysis on various issues related to the banking, insurance, and real estate industries; prepares written documents regarding same, including rule proposals, rule adoptions, public notices, orders, bulletins, final decisions, memoranda, summaries, responses to inquiries, legislation, and bill comments; acts as a hearing officer; represents the Real Estate Commission staff's position in enforcement actions and application appeals before the Real Estate Commission.</p>				
<b>EDUCATIONAL REQUIREMENTS</b>	<p>Graduation from an accredited law school with a Juris Doctor (J.D) Degree.</p> <p><b>IF GRADUATION OCCURRED IN THE PAST THREE YEARS, A TRUE AND ACCURATE COPY OF A TRANSCRIPT EVIDENCING ACHIEVEMENT OF DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY MUST BE INCLUDED WITH YOUR APPLICATION;. IF THE TRANSCRIPT IS NOT SUBMITTED ALONG WITH YOUR APPLICATION, YOUR APPLICATION MAY NOT BE CONSIDERED. IF GRADUATION OCCURRED MORE THAN THREE YEARS AGO, A TRANSCRIPT IS NOT NEEDED AT THIS TIME BUT MAY BE REQUIRED AT A LATER TIME.</b></p> <p>Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.</p>				
<b>EXPERIENCE REQUIREMENTS</b>	<p>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.</p>				

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<b>LICENSE REQUIREMENTS</b>	<p>Appointee must be eligible to practice as an Attorney-At-Law in the State of New Jersey.</p> <p>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. 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 the essential duties of the position.</p>
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<b>RESIDENCY REQUIREMENTS</b>	<p>The "New Jersey First Act," <a href="#">N.J.S.A. 52:14-7 (L. 2011, Chapter 70)</a> effective September 1, 2011, contains new residency requirements for public officers and employees, unless exempted under the law. Current, new or prospective employees should be aware of the following:</p> <p>Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.</p>
<b>GENERAL INFORMATION</b>	<p><u>Medical Accommodation Requests:</u> The New Jersey Department of Banking and Insurance provides reasonable accommodations to applicants with disabilities upon request in accordance with the law. If you need a reasonable accommodation for any part of the application, interview, and/or hiring process, please contact the Department's ADA/Medical Accommodations Coordinator, Lisa Clapp, at <a href="mailto:lisa.clapp@dobi.nj.gov">lisa.clapp@dobi.nj.gov</a> or (609) 940-7337, for assistance.</p> <p><u>Telework:</u> This position may be eligible to participate in the Department's pilot Telework Program/Policy, which offers eligible employees the opportunity to work remotely up to two (2) days per week, if approved by Management per operational needs, subject to all requirements of the Department's Telework Program/Policy. For questions regarding Telework eligibility, please ask during the interview process if selected for an interview.</p> <p><u>Benefits:</u> For questions regarding health insurance and other job-related benefits, please direct inquiries to the Department's Human Resources Office at the email address provided below.</p> <p><u>Hours of Work:</u> The hours of work for this position are Monday through Friday from 8 am to 4 pm; 8:30 am – 4:30 pm; or 9 am to 5 pm. All No-Limit (NL) titles will be required to perform work beyond the stated hours of work as needed, in compliance with applicable collective bargaining agreements and laws.</p> <p><u>State as a Model Employer ("SAME") Applicants:</u> If you are applying for this position under the State of New Jersey's SAME Program, please note that your supporting documents (i.e. Schedule A or B Letter), must be submitted along with your Resume, by the closing date indicated above. For information on the SAME Program, please visit the New Jersey Civil Service Commission's ("CSC") website at: <a href="https://nj.gov/csc/same/overview/index.shtml">Civil Service Commission   Overview (https://nj.gov/csc/same/overview/index.shtml)</a>, and for any questions regarding the SAME program, please contact CSC by email: <a href="mailto:CSC-Same@csc.nj.gov">CSC-Same@csc.nj.gov</a>, or by phone at: 609-292-4144, "option 3".</p>
<b>APPLICATION INSTRUCTIONS</b>	
<p>Applicants must submit a Letter of Interest, resume, writing sample no longer than ten pages (unedited by others), law school transcript(s) if graduation was in the past three years, and three (3) professional references. Please provide your references' names, job titles and current contact information, including email addresses. All application documents must be submitted by the Closing Date specified above to the Department of Banking and Insurance's Human Resources Office at <a href="mailto:human.resources@dobi.nj.gov">human.resources@dobi.nj.gov</a>, with your last name and the BIA Posting Number above included in the subject line of your email. Thank you.</p>	

The New Jersey Department of Banking & Insurance is an Equal Employment Opportunity Employer.