**LEGAL SPECIALIST**

 **NEW JERSEY DEPARTMENT OF THE TREASURY**

**DIVISION OF PURCHASE AND PROPERTY**

The New Jersey Department of the Treasury, Division of Purchase & Property, located in Trenton, New Jersey, seeks a seasoned professional to serve as a Legal Specialist within the Division. 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; 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; and other tasks as assigned.

**SALARY:** Salary is commensurate with education and work experience. A comprehensive benefits package is offered.

**REQUIREMENTS:**

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

**-OR-**

Graduation from an accredited college or university with a Bachelor's degree and 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 desired candidate will be a member of the New Jersey Bar Association and possess experience related to public procurement law.

**NOTE FOR 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 submission. Failure to submit the required evaluation may result in an ineligibility determination.

**NOTE**: The ideal candidate must have excellent writing skills; a strong work ethic including the ability to manage a diverse workload; solid customer service skills; and the ability to effectively communicate with a variety of agency officials and vendor representatives.

**RESIDENCY REQUIREMENT:** In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to obtain New Jersey residency within one (1) year of employment. For more information, please visit: https://nj.gov/labor/lwdhome/njfirst/NJFirst.html

**Candidates are required to provide a writing sample as part of the application packet and may be required to draft a response to a sample protest or comment on a software licensing agreement and/or government records request as part of the application process.**

If you are qualified and interested in this employment opportunity, please send your cover letter, resume, transcripts or proof of degree, a writing sample and application for employment by **August 23, 2021** to the address noted below**.** **All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.**

**NJ Department of the Treasury**

**Division of Administration/Human Resources**

**Employment Recruiter**

**Email address:** **EmploymentRecruiter@treas.nj.gov**

**(Please use “Legal Specialist - DPP” in the Subject Line)**

Your application for employment must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application. To obtain an application foremployment, go to:[https://www.nj.gov/treasury/administration/pdf/hr-application.pdf.](https://www.nj.gov/treasury/administration/pdf/hr-application.pdf)

***New Jersey is an Equal Opportunity Employer***