



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2023 - 137 - P	ISSUE DATE: October 10, 2023	CLOSING DATE: November 24, 2023
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TITLE: Public Information Officer	OPEN TO: General Public
DIVISION: Office of the State Treasurer	TITLE CODE: 54457 RANGE: X 30
UNIT: Communications	WORKWEEK: NL (35 hours)
LOCATION: State House	SALARY RANGE: \$62,090.59 - \$86,925.63

JOB DESCRIPTION

The State of New Jersey, Office of the State Treasurer, seeks a seasoned communications professional with an eye for detail who will report to the Director of Communications and help to craft and carry out the Department of the Treasury's strategic print and digital communications plan in support of the state's budget and policy initiatives. Primary responsibilities include:

- Generating consistent social media and digital content;
- Drafting press releases, speeches and talking points;
- Serving as the point person for all intradepartmental communications
- Serving as a spokesperson for the Department in shaping responses that reflect the spirit and intent of current policies, programs and initiatives;
- Planning and executing department and public events;
- Overseeing public information campaigns in support of various policy initiatives;
- Providing any necessary research; and
- Providing back-up to the Deputy Director on fulfilling press inquiries

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 college or university with a Bachelor's degree in Journalism, Communication, Public Relations, Marketing or other related field.
- Experience:** Minimum of three (3) years of experience in the collection, analysis, preparation, and dissemination of information in a public relations and/or public affairs role for a public or private agency or organization.
- Note:** Preference will be given to candidates with social/digital media experience, and experience dealing directly with members of the media.
- License:** 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 essential duties of the position.



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IMPORTANT NOTES

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: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

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, 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 **November 24, 2023**:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "**2023-137-P Public Information Officer**" 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: Antoinette Sargent (nr)
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer