



**POSTING NUMBER:** HR25-0063

**ISSUE DATE:** 5/14/2025

**TITLE:** Regulatory Officer 1

**CLOSING DATE:** 5/28/2025

**DIVISION / OFFICE / UNIT:** Local Government Services

**LOCATION:** 101 South Broad Street, Trenton, NJ

**SALARY RANGE:** P26 -\$78,024.71 - \$111,000.80

**NUMBER OF POSITIONS:** 1

**OPEN TO:** General Public and/or State Employees

**DESCRIPTION OF MAJOR DUTIES:**

Assist in tracking and analyzing legislation relevant to New Jersey local governments and DLGS regulatory oversight responsibilities. Review State legislative committee agendas. Solicit input from DLGS staff and, where necessary, fellow State agencies and outside stakeholder organizations on pending legislation. Assist in drafting new proposed legislation and amendments to pending legislation in accordance with DLGS policy objectives. Assist in the promulgation of regulations by the Division Director and the Local Finance Board pursuant to the Administrative Procedure Act (New Jersey). Assist in the drafting of rule text for proposed and adopted regulations. Draft memos to the Commissioner and the Governor's Office concerning agency rule making. Solicit and summarize input from stakeholders on draft rule text in advance of formal proposal. Assist in drafting Notices of Rule Proposal, Notices of Pre-Proposal, Notices of Adoption, and Public Notices for publication in the New Jersey Register. Review and summarize public comments received in response to Notices of Proposal and Pre-Proposal and assist in formulating agency responses to said comments. Conduct legal and policy research on local government related matters, including the application of State and Federal laws; prepares formal reports on findings.

**REQUIREMENTS**

*(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)*

**EDUCATION/EXPERIENCE:** Graduation from an accredited law school with a Juris Doctor (J.D.) Degree.

One (1) year of experience performing any of the following: conducting legal research; analyzing, reviewing, and evaluating legal documents, rules, regulations, legislation, and/or regulatory matters.

OR

One (1) year of experience as an attorney.

**SPECIAL TRAINING:** n/a

**LICENSE:** Appointee must be eligible to practice as an Attorney-At-Law in the State of New Jersey.

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.

**ADDITIONAL NOTES:** The SAME program allows candidates who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program, please go to: <https://www.nj.gov/csc/same/overview/index.shtml>. If you have any questions, please email, [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov) or call 609-292-6030. If you are applying under the NJ "SAME" Program, your supporting documents (Schedule A or B letter) must be submitted along with your resume to [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov) by the closing date indicated above. DO NOT SUBMIT VIA THE DCA PORTAL.

- ☐ A promotable eligible exists within the unit scope
- ☐ A promotional list exists within the unit scope
- ☐ An open competitive list exists

**Please submit a resume and any required documents (licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:**

Resumes may be mailed to:  
New Jersey Department of Community Affairs  
Office of Human Resources  
HR25-0063  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcportal.dynamics365portals.us/dca-services/public-job-postings>

*Interviews will be granted based on resume*

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment. UNLESS OTHERWISE EXEMPTED FROM THE LAW.

*The New Jersey Department of Community Affairs is an Equal Opportunity Employer*