



# New Jersey Department of Environmental Protection Notice of Vacancy

Filling of this position is contingent upon further approval process

---

**Title:** Legal Specialist

**Posting Number:** DCLRL-2022-10 (Unclassified)

**Open to:** General Public

**Workweek:** NL (35-hour) Workweek

**Salary:** (X98) \$95,000.00 — \$110,000.00

**Opening Date:** 9/22/2022

**Closing Date:** 10/6/2022

**Existing Vacancies:** One (1)

**Program/Location:** Department of Environmental Protection  
Deputy Commissioner Legal, Regulatory & Legislative Affairs  
Office of Enforcement Policy  
401 East State Street  
Trenton, NJ 08625

**Scope of Eligibility:** Open to applicants who meet the requirements below.

**Description:** Under direction of the Chief Executive Officer or other supervisory official in a state department, institution, or autonomous agency, performs confidential legislative, legal, and policy-influencing research related to department programs, in conformance with guidelines established by the State Attorney General; acts as liaison between a state department and the Office of the Attorney General in receiving, formulating, and transmitting requests for legal advice on behalf of a state agency; prepares reports and recommendations on the impact of proposed or existing legislation; does related work as required.

**Specific to the Position:** Appointee will be responsible for ensuring consistent Title VI compliance and inclusivity practices across all Departmental programs including permitting, grant making, and direct service to the public (e.g., via Parks and Fish & Wildlife). Candidate will manage the Title VI compliance program, including establishing standards and implementing policies and procedures to ensure internal controls are effective in identifying, preventing, detecting, and correcting compliance gaps. Appointee will implement best practices to screen for Title VI concerns in DEP's programs and activities. Additionally, will develop Title VI training and guidance for Department staff.

**Preferred Skill Set:** Graduation from an accredited law school with a Juris Doctor (J.D.) degree or admission to practice as an Attorney-at-Law in the State of New Jersey. The ideal candidate is a subject matter expert on issues related to Title VI of the 1964 Civil Rights Act (Title VI), and other related civil rights laws, regulations and executive orders.

Three years experience as an attorney, or in the interpretation and evaluation of complex legal rules, regulations and legislation.

## Requirements

**Education:** 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.

NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

**Experience:** 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 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:** 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.

**Residency:** All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

**Authorization to Work:** Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

**Veteran's Preference:** To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://nj.gov/military/veterans/services/civil-service/preference/>

---

**Note:** All State employees who are vaccinated for COVID-19 are required to submit proof of vaccination. Instructions will be provided if a firm offer of employment results from this NOV.

**Submit Letter of Interest, Resume, Unofficial Transcripts (if college degree is required), and the [Personal Relationship Disclosure Statement](#) by 4:00 p.m. on the closing date to:**

Melissa Burk-Pocino

Deputy Commissioner Legal, Regulatory & Legislative Affairs

E-mail Address: [EXECUTIVE.Resumes@dep.nj.gov](mailto:EXECUTIVE.Resumes@dep.nj.gov)

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

Please indicate how you heard about the position in the body of the email

**Posting Authorized By:**

Phiroza Stoneback, Manager

Division of Human Resources

**The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds**

**to apply. Accommodations under ADA will be provided upon request.**