



# New Jersey Department of Environmental Protection

## Notice of Vacancy - Hourly - Repost

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**Title:** Program Specialist (Legal Assistant)

**Posting Number:** DCLRL-2023-3H

**Open to:** General Public

**Work Week:** Varied schedule (up to 900 hours per fiscal year)

**Hourly Rate:** \$24.75 – \$32.24 per hour

**Opening Date:** 11/8/2023

**Closing Date:** 11/29/2023

**Existing Vacancies:** One (1)

### Program/Location

Department of Environmental Protection  
Deputy Commissioner Legal, Regulatory & Legislative Affairs  
Office of Transactions & Public Land Administration  
401 East State Street  
Trenton, NJ 08625

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

**Description:** Under the close supervision of a higher level Program Specialist, or other supervisory official in a state department, institution or agency, assists in the professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of various programs and services administered by the Department of assignment; assists in conducting the research and field work necessary to meet the needs of the appropriate state and/or local public or private agencies; does other related work.

**Specific to the Position:** The selected candidate will function as a legal assistant for the Office of Transactions and Public Land Administration, and will assist in the drafting and review of deeds, easements, releases, and other agreements; communicate with attorneys within the Attorney General's Office and private firms on the completion of these documents; collect signatures and draft transmittals to get documents executed and recorded; and other related duties as required.

**Preferred Skill Set:** Attention to detail; strong writing skills; the ability to work independently and as part of a team; and the ability to establish and maintain cooperative working relationships with officials in the public and private sectors. Preference will be given to applicants with paralegal training or who hold a Juris Doctor (J.D.) degree. Preference will also be given to applicants with experience with a land conservation organization, local planning board, environmental commission or recreation board.

## Requirements

**Education:** 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:** One (1) year of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

**NOTE:** Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

**NOTE:** A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for the experience requirement indicated above.

**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://www.nj.gov/military/veterans/services/civil-service-preference/>

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**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:**

Talent Acquisition Team

Division of Human Resources

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

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

**SAME applicants:** If you are applying under the NJ SAME program, your supporting documents (Schedule A or B letter) must be submitted along with your resume by the closing date indicated above. For more information on the SAME program, please visit <https://nj.gov/csc/same/overview/index.shtml>, email [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (609) 292-4144 and select Option #3.

**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.**