



New Jersey Department of Environmental Protection Notice of Vacancy

Filling of this position is contingent upon further approval process

Title: Regulatory Officer 1

Posting Number: SPFHS-2023-5 (Repost)

Open to: General Public

Workweek: NL (35-hour) Workweek

Salary: (P26) \$72,836.90 — \$103,620.41

Opening Date: 2/23/2023

Closing Date: 3/9/2023

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection
State Parks, Forests & Historic Sites
Parks and Forestry
Assistant Commissioner's Office
501 East State Street, 4th floor
Trenton, NJ 08625

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

Description: Under close supervision of a supervisory official or other designated official in a state department, institution, or agency, assists with respect to regulatory matters, formal and informal, both legislative and quasi-judicial in nature, including matters related directly to administrative procedure and policy matters considered by the agency; does related work as required.

Specific to the Position: Develops legal and/or policy documents as required by the Assistant Commissioner and/or in support of the Department's legal programs. Conducts research on legal, regulatory, and legislative issues to support or provide guidance to the Assistant Commissioner, management, and/or staff of State Parks, Forests & Historic Sites. Serves as liaison with the Department's legal programs and/or the Division of Law on legal issues including requests for guidance, enforcement, legal interpretations, tort claims, settlements, appeals, and requests for legal advice. Prepares requests for formal legal advice. Also serves as liaison with the Office of Legal Affairs, representing SPFHS on the DEP Rule Writer group, develops and reviews rule proposals and adoptions for policy considerations and compliance with Administrative Procedures Act, maintains list of priority rules for SPFHS, reviews NJ Register upon publication and informs programs of other State agency rulemaking impacting their programs.

Preferred Skill Set: Excellent interpersonal, communication, organizational and writing skills.

Requirements

Education: Graduation from an accredited law school with a Juris Doctor (J.D.) 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 conducting legal research, analyzing and evaluating legal documents, rules, regulations, and/or legislation, or the review and analysis of regulatory matters in a government agency; or one (1) year of experience as an attorney.

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.

Appointees 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:

Talent Acquisition Team

Division of Human Resources

E-mail Address: DEP-HR-SPFHS.Resumes@dep.nj.gov

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

[Please tell us how you heard about this position](#)

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, or call CSC at (833) 691-0404.

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.