



**NEW JERSEY DEPARTMENT OF TRANSPORTATION**  
**Public Posting**

**POSTING #:** 23-00021

**TITLE:** Realty Specialist Trainee, Transportation

**ISSUE DATE:** 2/3/2023

**TITLE CODE:** 57061

**CLOSING DATE:** 3/3/2023

**DIVISION:** Capital Program Management

**LOCATION:** Mt Arlington

**UNIT:** Right of Way & Access Management/North District

**RANGE:** P95

**SALARY:** \$46,431.86-\$48,531.07

**OFFICE DESCRIPTION**

The New Jersey Department of Transportation (NJDOT) is seeking candidates for the position of **Realty Specialist Trainee, Transportation** within the Division of Capital Program Management, Right of Way & Access Management. Realty Specialist Trainees, Transportation are assigned a 35 - hour work week. Current starting salary is \$46,431 and \$48,531 after six months. As a NJ State Department, NJDOT offers a comprehensive benefits package including Health Care (medical, prescription drug, dental and vision care), Pension, Deferred Compensation, 13 paid holidays, and Benefit Leave (12 vacation days, 15 sick days and 3 administrative days). Standard workweek is Monday through Friday.

The Department of Transportation (DOT) currently offers a telework pilot program, and this position may qualify for up to 2 days of remote work at your primary residence outside of your assigned DOT work location. This program does not supersede the "New Jersey First Act", which requires newly hired NJDOT employees to establish, and then maintain, principal residence in the State of New Jersey.

New hires will not be eligible for the telework pilot program until they successfully complete their 4 - month working test period.

**UNIT DESCRIPTION**

Under the Division of Capital Program Management, Right of Way & Access Management Unit is responsible for conducting negotiations with property owners, agents for owners and owner's counsel for necessary property rights and makes personal service of legal documents. The unit performs work involved in conducting negotiations, relocation, property management, project programming, administrative and the laws and principles of Eminent Domain activities associated with the purchase and disposition of real property.

**POSITION DESCRIPTION**

Appointee will prepare contracts for the purchase of real property and explain clauses contained in agreements and legal pleadings to property owners. Appointee will also conduct on - site inspections of real property and secures ownership/tenancy data relevant to residential or commercial occupants. Prepares site occupancy surveys and workable relocation assistance plans.

Preferred Qualities/Experience

- Strong oral and written communication
- Proficiency in Microsoft Office and use of databases
- Ability to read both regular maps and a set of plans
- Experience in Real Estate or Real Estate related college courses
- Experience in any phase of Right of Way work (e.g. appraisal, negotiations, relocation, property management or programming and administration).

## REQUIREMENTS

**Graduation from an accredited college or university with a Bachelor's degree.**

License: Appointee will be required to possess a driver's license valid in New Jersey.

Note: Appointees may be required to complete a course of instruction in the acquisition of real property, as part of the working test period.

For more information regarding this position, please refer to:

<http://info.csc.state.nj.us/jobspec/57061.htm>

Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOT does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

Residency: All persons hired on or after September 1, 2011 have one year from the date of appointment 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 (P.L. 2011, c. 70), also known as the "New Jersey First Act."

## TO APPLY

You must apply through the NJDOT website at:

<http://www.state.nj.us/transportation/about/employ/openings.shtm>

Submit a complete packet by the closing date that includes the following documents:

- NJ State Application for Employment (Application and instructions can be found at link above)
- Letter of interest
- Current resume
- Copy of unofficial transcript OR foreign degree evaluation

## IMPORTANT NOTES

**Proof of Degree:** You must provide transcript or evaluation of your UNDERGRADUATE degree.

**Foreign Degree Evaluation:** If you obtained your undergraduate degree outside of the US, you MUST provide a Foreign Degree Evaluation from a USA recognized evaluation service agency that includes a course - by - course evaluation in order to be deemed eligible. Failure to provide evaluation will result in your application being disqualified.

**Incomplete Packets:** Applicants MAY NOT be considered if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically. Applicants will be selected for an interview on the basis of their application/resume.

**Current State employees:** Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

NJDOT provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please email dot - hr.ada@dot.nj.gov. Determinations on requests for reasonable accommodation will be made on a case - by - case basis.

**SAME APPLICANTS:** If you are under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691 - 0404.

**New Jersey Is An Equal Opportunity Employer**