



POSTING NUMBER: HR24-0108

TITLE: Legal Specialist (Unclassified)

DIVISION / OFFICE / UNIT: Commissioner's Office / Policy and External Affairs

SALARY RANGE: \$125,000.00

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

ISSUE DATE: 6/4/2024

CLOSING DATE: 6/10/2024

LOCATION: 101 S. Broad Street
Trenton, New Jersey 08608

DESCRIPTION OF MAJOR DUTIES:

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; prepares reports and recommendations on the impact of proposed or existing legislation; does related work as required.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION/EXPERIENCE: 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.

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 parttime 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.

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 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 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
HR24-0108
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcaportal.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.**