



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS

UNCLASSIFIED APPOINTMENT NOT TO EXCEED DECEMBER 31, 2026

POSTING NUMBER: HR24-0154

ISSUE DATE: 8/5/2024

TITLE: Regulatory Officer 4

CLOSING DATE: 8/12/2024

DIVISION / OFFICE / UNIT: Disaster Recovery and Mitigation / Legal and Regulatory Affairs

LOCATION: 101 S. Broad Street, Trenton, NJ

SALARY RANGE: &34: \$113,006.44 - \$161,727.85

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

---

**DESCRIPTION OF MAJOR DUTIES:**

Under direction of the Deputy Commissioner of the DCA, manage and advise on regulatory matters, both legislative and quasi-judicial, and policy matters. Advise with respect to the application of various statutes, state and federal; counsel executive officer, director, and senior staff on the statutes and regulations as they apply to their respective roles and responsibilities and those of their teams; supervise or direct staff where their performance is affected by the regulatory or legal responsibilities of the agency. Advise executive officers with respect to decisions, orders, memoranda, correspondence, policies, procedures and other instruments prepared by staff prior to adoption or issuance. Coordinate activities with members of the Department of Law and Public Safety with respect to matters litigated before federal and state courts, the Office of Administrative Law, and other agencies involving the Division, including appeals, trials and motions. Supervise compliance with environmental regulations, including environmental reviews and assessments, monitoring investigations and providing technical assistance to ensure compliance. Coordinate and supervise monitoring investigations to document that all federally funded programs overseen by the Division comply with the applicable federal regulations.

---

**REQUIREMENTS**

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

**EDUCATION/EXPERIENCE:** Graduation from an accredited law school with a Juris Doctor (J.D.) Degree.

Five (5) years 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, one (1) year of which shall have been in a supervisory capacity; or five (5) years of experience as an attorney, three (3) of which must have been 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, one (1) year of this total experience should have been in a supervisory capacity.

**SPECIAL TRAINING:** NA

**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.

**ADDITIONAL NOTES:** Please submit Transcripts.

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](mailto: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](mailto: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  
HR24-0154  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcportal.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.

*The New Jersey Department of Community Affairs is an Equal Opportunity Employer*