



New Jersey Department of Environmental Protection Anticipated Notice of Vacancy - UNCLASSIFIED

Filling of this position is contingent upon further approval process

Title: Government Representative 1

Posting Number: DCLRL-2023-7

Open to: General Public

Workweek: NL (35-hour) Workweek

Salary: (X98) \$120,000.00 — \$140,000.00 (commensurate with qualifications & experience)

Opening Date: May 2, 2023

Closing Date: May 30, 2023

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection

Deputy Commissioner Legal, Regulatory & Legislative Affairs
Office of Legal Affairs
401 East State Street
Trenton, NJ 08625

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

Description: Under the direction of a higher level supervisory official in the Department of Environmental Protection, assigned to a Division specific only to the implementation of scientific, technical, environmental, engineering, administrative/management, or fiscal programs, provides executive guidance and direction in the establishment and implementation of policies and procedures regarding the overall work operations, programs, activities and staff of a major operating Division concerned with the areas of environmental management; does related work as required.

Specific to the Position: The Office of Legal Affairs (OLA), under the supervision of this Director, manages the preparation of the Department's regulations for proposal and adoption, and the Commissioner's final decisions adopting, modifying, or rejecting initial decisions rendered by Administrative Law Judges in administrative appeals, provides regulatory compliance assistance, as well as requests to the Division of Law for legal advice and representation. The Director of OLA acts as the Department's Administrative Practice Officer – DEP's designated point of contact with the Office of Administrative Law on all rule related matters. In addition, the Office of Legal Affairs serves as the Department's central filing point for communications with legal consequences, including subpoenas, notices under the Environmental Rights Act, and tort claim notices. The Director also oversees the Office of Record Access, which responds to requests under the Open Public Records Act.

Requirements

Education: Graduation from an accredited law school with a Juris Doctor (J.D.) degree or admission to practice as an Attorney-at-Law in the State of New Jersey.

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: 8 years' experience as an attorney, preferably with experience in environmental and administrative law. 2+ years managerial experience preferred, but not required.

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/>

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

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.