



NEW JERSEY DEPARTMENT OF AGRICULTURE  
 200 RIVERVIEW PLAZA  
 P.O. BOX 330  
 TRENTON, NJ 08625-0862



**NOTICE OF JOB VACANCY**

<b>TITLE:</b> Legal Specialist (Unclassified)	<b>ANNOUNCEMENT #:</b> 31-24	<b>ISSUE DATE:</b> 5/1/2024 <b>CLOSING DATE:</b> 5/15/2024
<b>SALARY RANGE:</b> \$110,000.00 - \$125,000.00		<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC
<b>LOCATION:</b> State Agriculture Development Committee (SADC), Trenton, NJ		

**JOB DESCRIPTION**

Under the direction of the Chief of Legal Affairs in the State Agricultural Development Committee (SADC), assists in administering the Right to Farm Program, which includes drafting procedural rules and agricultural management practices in accordance with the Administrative Procedures Act; advising municipalities and county agriculture development boards of their rights and obligations under the Right to Farm Act; conducting administrative hearings and presenting findings and recommendations to the SADC; managing cases sent to the Office of Administrative Law; drafting final decisions; managing the SADC Agricultural Mediation program; assisting in Deed of Easement compliance and enforcement cases or other program matters involving legal review and action; coordinating in the policy and rule making process, drafting proposed legislation, regulations and amendments in accordance with the policy objectives of the SADC; assists in, or supervises the review of farmland preservation transactions, including preparing and negotiating contracts, and reviewing closing documents for the acquisition of development easements on farmland and fee simple title by the SADC, counties, municipalities, and nonprofit organizations; performs confidential legislative, legal, and policy research related to the Farmland Preservation Program, Right to Farm Program and State Transfer of Development Rights Program; presents program-related issues and makes recommendations to the SADC at its monthly meetings; supervises assisting staff as needed and performs other related duties as required.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited law school with Juris Doctor (J.D.) or a Bachelor of Laws (L.L.B.) degree.

-OR-

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

**EXPERIENCE:** 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.

**SPECIAL NOTE:** Preference will be given to candidates with experience in New Jersey's Right to Farm law and complex conservation-related programs, including the development and drafting of high-level policies; drafting policies and rules; addressing and resolving easement conflicts and disputes; managing easement and fee simple real estate transactions; proficiency explaining complicated concepts or legal concepts in writing, through presentations and directly through public speaking; and substantial project and program management skills.

**FOREIGN DEGREES:** Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. This evaluation must be included with your submission and failure to submit the required evaluation may result in an ineligibility determination.

**LICENSE:** 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.

**AUTHORIZATION TO WORK:** Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services regulations.

**NOTE:** The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

**IMPORTANT NOTICE**

Effective September 1, 2011, NJ PL 70 (NJ First Act), requires all State employees must reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than seven calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

**ELECTRONIC FILING INSTRUCTIONS**

Interested applicants must email a cover letter, including the announcement number, resume, and transcripts by the closing date of this Notice of Job Vacancy to [njdajobs@ag.nj.gov](mailto:njdajobs@ag.nj.gov).

**SAME PROGRAM INFORMATION**

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 and the Fast Track Hiring program, please visit <https://nj.gov/csc/same/overview/index.shtml>, [CSC-Same@csc.nj.gov](mailto:CSC-Same@csc.nj.gov), or call (609) 292-4144, option 3.

**NJ SAME Program** applicants must email a cover letter, including the announcement number, resume, transcripts, and a signed and approved copy of SAME Program eligibility documentation (Schedule A Letter or Schedule B Letter), by the closing date of this Notice of Job Vacancy to [njdajobs@ag.nj.gov](mailto:njdajobs@ag.nj.gov).

The New Jersey Department of Agriculture is an Equal Employment Opportunity Employer