



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

POSTING NUMBER: HR24-0160

ISSUE DATE: 8/8/2024

TITLE: Regulatory Officer 1 (Assistant Mediator/Staff Attorney)

CLOSING DATE: 8/22/2024

DIVISION / OFFICE / UNIT: Government Records Council

LOCATION: 101 South Broad Street, Trenton, NJ

SALARY RANGE: P26 - \$78,024.71 - \$111,000.80

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Specific responsibilities of Assistant Mediator/Staff Attorney include but are not limited to:

Receive and investigate denial of access complaints in a timely and legally accurate manner. Effectively work with the Office of the Attorney General or special outside counsel to present the findings and recommendations of the Executive Director for each denial of access complaint to the members of the Government Records Council. Maximize the use of internally created information technology resources that provide guidance in the investigatory process of denial of access complaints. Additionally, assist the mediator in operating the statutorily required mediation program.

The Staff Attorney position requires excellent verbal and technical writing skills. The position also requires advanced reading comprehension and analytical thinking skills. Staff Attorneys must quickly develop a solid understanding of the law [Open Public Records Act (OPRA) (N.J.S.A. 47:1A-1 et seq.)] and be able to apply the law to a specific set of facts. A Staff Attorney must be able to manage a caseload efficiently and independently. In this position, an individual will interact with various levels of local, county, and State government, as well as members of the public.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

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

EXPERIENCE: One (1) year 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; or one (1) year of experience as an attorney.

SPECIAL TRAINING: N/A

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 valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

ADDITIONAL NOTES: Experience with OPRA is preferred but not required. Experience with conducting mediations also preferred.

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
HR24-0160
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