



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

POSTING NUMBER: HR23-0082

ISSUE DATE: 5/2/2023

TITLE: Government Representative 2 (Staff Attorney) (Unclassified)

CLOSING DATE: 5/30/2023

DIVISION / OFFICE / UNIT: Government Records Council

LOCATION: 101 South Broad Street, Trenton, NJ

SALARY RANGE: \$60,000-\$65,000

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Specific responsibilities of 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.

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

EXPERIENCE: Candidates with a focus on legal writing and research skills are desired. Experience with OPRA is preferred but not required.

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: 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 to resume1@dca.nj.gov by the closing date indicated above. DO NOT SUBMIT VIA THE DCA PORTAL. For more information on the SAME Program, visit their website at <https://nj.gov/csc/same/overview/index.shtml>, e-mail: SAME@csc.nj.gov or call the NJ Civil Service Commission (CSC) at (833) 691-0404.

- 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
HR23-0082
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