



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Legal Specialist [Unclassified]</b>			Salary <b>X98 TBE</b>	
Posting Number <b>24-23</b>	Position Number <b>634100</b>	Number of Positions <b>1</b>	Posting Period * From: <b>09/08/2023</b> To: <b>09/22/2023</b>	
Location: <b>Office of the Commissioner 55 North Willow Street Trenton, NJ 08618</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>	
<b>GENERAL DESCRIPTION</b>				
<p>Reporting to the Director, Office of Legal &amp; Regulatory Compliance, or other supervisory official, the Legal Specialist will assist in the drafting, coordinating, and revision of rules, regulations, and orders that may be required to implement the statutory authority, powers, and duties imposed upon the Department for the effective regulation of all entities and activities over which the Department has jurisdiction. Assist in formulating policies and procedures covering all investigations as directed by the Department of Health. Assist in reviewing and drafting final agency decisions and enforcement actions to ensure compliance with appropriate laws as they affect administrative and regulatory functions of the Department and conformance to established DOH policies and precedents. Assist in reviews and advise the Department and staff with respect to decisions, orders, memorandum, correspondence, penalty settlements, and other instruments prepared by the staff prior to adoption or issuance.</p> <p>The Legal Specialist will draft and review contracts for which DOH is a party, process subpoenas/litigation requests, and provide regulatory guidance to programs. Conduct legal research and analysis in consultation with the Attorney General's Office.</p> <p>This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management.</p>				
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>				
<p><b>EDUCATION:</b> Graduation from an accredited law school with Juris Doctor (J.D.) or a Bachelor of Laws (L.L.B.) degree.</p> <p><b>-OR-</b></p> <p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>EXPERIENCE:</b> Three (3) years of experience involving legal or legislative research, drafting of rules, regulations, legislation, amendments, and/or the interpretation of statutes.</p> <p><b>NOTE:</b> 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.</p> <p><b>NOTE:</b> 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.</p> <p><b>LICENSE:</b> Appointee 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.</p>				
<b>IMPORTANT FILING INSTRUCTIONS</b>				
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"><li>• Forward the required documents electronically to: <b>PSTOC@doh.nj.gov</b></li><li>• Mail the required documents to: <b>Kevin Jennings, Supervising Mgt. Impr. Specialist Management and Administration Reference Posting #24-23 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360</b></li></ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"><li>• cover letter</li><li>• resume</li><li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li></ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>				

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- Newly hired employees must agree to a thorough background check that will include fingerprinting.
  - If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.
  - If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.
  - In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
  - In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - **RESUME NOTE:** Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.
  - **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 visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.