

**LEGAL SPECIALIST –  
STATE AGRICULTURE DEVELOPMENT COMMITTEE**

UNCLASSIFIED  
N.J.S.A.11A:3-4(1)

**DEFINITION**

Under direction of the Executive Director and/or the Chief of Legal Affairs, assists in all aspects of the legislative, legal, and policy-making work of the State Agriculture Development Committee (SADC); assists the Chief of Legal Affairs in performing legal work related to the Farmland Preservation Program, Right To Farm Program, and State Transfer of Development Rights Program; does related work as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, not all duties performed on the job may be listed.

**EXAMPLES OF WORK:**

As may be directed by the Chief of Legal Affairs:

Assists in providing guidance as to the nature and substance of the various statutes and regulations covering the responsibilities of the SADC.

Drafts proposed regulations, legislation, and amendments in accordance with the policy objectives of the SADC.

Provides litigation and other support as requested.

Provides legal support to the SADC's farmland preservation programs, including conducting legal reviews of farmland preservation closing documents for all SADC grant programs.

Coordinates with staff and counsel for county agriculture development boards and non-profit organizations in resolving farmland preservation closing issues.

Assists in the implementation of the Right to Farm program, including conducting administrative hearings, drafting hearing reports, and presenting findings and recommendations to the SADC at its monthly meetings.

Drafts and negotiates contracts for the acquisition of development easements and fee simple purchases, and grant agreements with counties, municipalities, and non-profit organizations.

Distributes relevant legal decisions and other legal communications and information.

Manages document inspection and administrative hearing requests.

Represents management in the disposition of grievances and disputes under the collective bargaining agreement applicable to SADC employees.

Serves as hearing officer in the disposition of grievances and disputes under the collective bargaining agreement applicable to New Jersey Department of Agriculture employees.

Serves as the primary or acting custodian of public records pursuant to the Open Public Records Act.

Prepares clear, accurate, and informative reports on SADC legislative and regulatory matters containing findings, conclusions, and recommendations.

As required, analyzes and performs research into state and/or federal legislation pertaining to SADC programs, functions and procedures, and prepares reports thereon.

Researches court decisions and cases that affect the work of the SADC.

Prepares material for use in hearings, reviews, or other executive determinations.

Reviews SADC rules, regulations, and procedures for correctness and prepares digests thereof.

Prepares correspondence in the course of official duties.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information system used by the agency, office, or related units.

**REQUIREMENTS:**

**EDUCATION:**

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

## **EXPERIENCE:**

A minimum of three (3) years of public sector experience involving legal or legislative research, drafting of rules, regulations, legislation, amendments, and/or the interpretation of statutes; and a minimum of three (3) years experience closing real estate transactions, including reviewing preliminary and final title reports and surveys, and reviewing and preparing deeds, contracts, mortgages, subordinations, releases, payoffs and other closing documents. Private sector real estate experience in addition to the requirements set forth above will be considered by the SADC.

## **PROFESSIONAL LICENSE:**

Appointee will be required to possess and maintain a valid license to practice law in the State of New Jersey.

## **DRIVER'S LICENSE:**

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.

## **STATE RESIDENCY:**

Appointee must be a resident of the State of New Jersey in accordance with P.L.2011, c.70.

## **KNOWLEDGE AND ABILITIES:**

Knowledge of modern research sources, techniques, and methods and their effective utilization in research studies.

Knowledge of statistical methods and procedures and their use in the presentation of factual data.

Ability to communicate, orally and in writing, clearly, concisely, and in a timely and effective manner.

Ability to organize and carry through all projects promptly and efficiently, and submit cogent reports suitable for the use of the SADC's administrative staff.

Ability to take full responsibility for accurate and efficient completion of all projects assigned by the Executive Director and/or Chief of Legal Affairs, to imaginatively problem-solve, and to collaborate with staff in a collegial manner.

Ability to comprehend and analyze laws, regulations, and procedures.

Ability to locate court decisions, precedents, opinions, legal citations, and other legal material.

Ability to prepare drafts of proposed legislation, rules, regulations, and opinions.

Ability to determine the compliance of existing SADC rules, regulations, and procedures with legislation.

Ability to prepare materials for hearings, reviews, and executive determinations.

Ability to establish and maintain effective working relationships with SADC officers and employees, representatives of state, county and local government units, nonprofit organizations, members of the public, and the Office of the Attorney General.

Ability to collect, tabulate, arrange, and interpret data and to present information in an understandable manner.

Ability to write reports of a high professional order containing findings and conclusions.

Ability to draft technical correspondence.

Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to maintain essential records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the SADC or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.