

UNCLASSIFIED

DEFINITION:

Under the general direction of a supervising attorney, performs legal reviews of closing documents for acquisition of development easements by counties, municipalities, private non-profit entities and landowners.

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:

Under the direction of the supervising attorney and/or management, and in cooperation with other SADC staff, reviews title work, surveys, deeds of easement, and all other relevant closing documents to ensure that landowners have clear title to and can convey development easements in compliance with agency statutes, rules and approvals so that the SADC can provide a cost share grant to counties, municipalities and non-profit entities or purchase development rights or farmland in fee simple title directly from landowners.

Orders title work and property surveys and ensures such information is updated as appropriate and kept in an easily-reviewable and orderly manner.

Is responsible for the documentation of, and ensures compliance with, state “pay-to-play” laws and regulations when appropriate.

Coordinates interaction with the staffs of county agriculture development boards, municipalities, private non-profit entities, and attorneys and landowners to provide needed guidance and information regarding SADC policies and programs.

In a timely and cooperative manner, actively works with staffs of county agriculture development boards, municipalities, private non-profit entities, and attorneys and landowners by phone, in person or in writing to close farmland preservation transactions and achieve state program goals.

Understands and explains state farmland preservation program clearly, thoroughly, and accurately to staffs of county agriculture development boards, municipalities, private non profit entities, and attorneys and landowners.

May assist in preparation of formal correspondence to state agencies, county and municipal government, and others with whom the SADC must correspond, involving legal points of interest and matters in issue.

Drafts, edits and proofreads legal documents including option agreements and contracts for the purchase of development rights and/or fee simple purchase of farmland.

Maintains and organizes information related to the function of the legal section in appropriate file form to ensure ready accessibility to such information and retrieves such information on request.

May assist and direct clerical support personnel when directly related to the legal functions being performed.

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

REQUIREMENTS

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree; or

Graduation from an accredited institution with an Associate's degree as a Legal Assistant, Paralegal or in Pre-Law Studies; or

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

NOTE: Rule 1:20-20(a) prohibits attorneys that have been disbarred, resigned with prejudice, transferred to disability-inactive status, or who are suspended from the practice of law in this or any other jurisdiction, from being employed as a paralegal in the State of New Jersey.

EXPERIENCE:

A minimum of three (3) years of experience as a real estate paralegal in a law firm; or

A minimum of three (3) years of experience as a real estate paralegal in the legal department of a public or private entity; or

A minimum of three (3) years of experience as a title review officer in a title insurance company licensed in this or any other jurisdiction; or

A minimum of (6) years of direct experience managing real estate transactions and closings.

LICENSE:

Appointee will be required to possess a driver's license in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of fundamental legal principles and concepts.

Ability to interpret and apply New Jersey Statutes and Regulations.

Excellent communication and interpersonal skills required to interact with SADC staff and management, staffs of county agriculture development boards, municipalities, private non profit entities, and attorneys and landowners and their attorneys agencies on a daily basis.

Ability to communicate ideas in written form in a clear, concise and accurate manner.

Strong organizational skills and attention to detail required handling large volumes of work associated with each real estate transaction, and ability to work in a fast paced environment.

Ability to understand and explain complexities and uses of pertinent laws and regulations.

Ability to read and understand legal descriptions, title reports, mortgages, other lien and title documents, and other relevant documents associated with a real estate closing.

Familiarity with title company forms, preliminary title searches, endorsements, easement descriptions, surveys and survey descriptions, liens and recorded judgments, policies of title insurance, mortgages, deeds and other instruments of record.

Ability to prepare correspondence as required in the course of official duties.

Ability to prepare technically sound, accurate and informative statistical reports and other reports containing findings, conclusions and recommendations.

Ability to establish and maintain office records and files.

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

Ability to utilize Word and Excel with above average proficiency.

Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of this position.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.