



# VACANCY ANNOUNCEMENT

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

Title <b>Regulatory Officer 4 [Classified Non-Competitive]</b>		Salary <b>P26 \$67,290.04- \$95,729.23</b>	
Posting Number <b>361-18</b>	Position Number <b>939330</b>	Number of Positions <b>1</b>	Posting Period * From: <b>11/2/2018</b> To: <b>11/16/2018</b>
Location: <b>Office of Chief State Medical Examiner, 120 S. Stockton Street, 3rd Floor, Trenton</b>		Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>	

### GENERAL DESCRIPTION

Understand and interpret laws and regulations in support of the Office of the Chief State Medical Examiner and prepares responses to inquiries regarding legal matters. Drafts, coordinates and implements the revision of the regulations governing the practice of the NJ medical examiner system. Assist the Chief State Medical Examiner in his supervisory role over the County Medical Examiners in disciplinary procedures regarding compliance to the laws, regulations and guidelines. Process and prepare legal correspondence on behalf of the Chief State Medical Examiner as well as to citizen complaints regarding the certified cause and manner of death by the County Medical Examiners. Oversees the processing for Open Public Record Act requests to include Chief State Medical Examiner official documents, autopsies and reports as part of the case file, comprehensive/compiled statistical data and reports from government agencies, private non-profit agencies, educational institutions, law enforcement and media. Review and prepare contracts and Memorandum of Agreements/Understandings between the Office of the Chief State Medical Examiner and other governmental agencies and independent consultants. Liaison for the Office of the Chief State Medical Examiner and the Department of Law and Public Safety, Office of the Attorney General as well as the public with legal matters.

### REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**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. **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 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.

### IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:  
**PSTOC@doh.nj.gov**
- Mail the required documents to:  
**Jill Velez, Executive Assistant 3  
Office of Commissioner  
Reference Posting #361-18  
New Jersey Department of Health  
PO Box 360  
Trenton, NJ 08625-0360**

#### Required documents:

- cover letter
- resume
- completed application, found at:  
<http://www.nj.gov/health/forms/dpf-663.pdf>

*\* Responses received after the closing date MAY be considered if the position is not filled.*

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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.***

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