



NEW JERSEY DEPARTMENT OF AGRICULTURE
 200 RIVERVIEW PLAZA
 P.O. BOX 330
 TRENTON, NJ 08625-0862



NOTICE OF JOB VACANCY

TITLE: Regulatory Officer 1	ANNOUNCEMENT #: 09-25	ISSUE DATE: 06/18/2025 CLOSING DATE: 07/16/2025
SALARY RANGE: \$78,024.71 to \$111,000.80		<input type="checkbox"/> DEPARTMENT WIDE
LOCATION: Office of the Secretary, Trenton, NJ		<input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC

JOB DESCRIPTION

Under the direction of the Secretary of Agriculture or other supervisory official in the New Jersey Department of Agriculture, Regulatory Officer 1 performs confidential legislative, legal and policy research related to Department programs; coordinates and oversees the Department rulemaking under the Administrative Procedures Act and Office of Administrative Law; acts as liaison between the Department and the Office of Attorney General in receiving, formulating and transmitting requests for legal advice on behalf of the Department; drafts complex correspondence, rules and other documents; assists in regulatory matters; provides legal counsel on OPRA requests and a variety of legal issues; attends meetings and responds to requests from the State Board of Agriculture; assists with respect to regulatory matters, formal and informal, both legislative and quasi-judicial in nature, including matters related directly to administrative procedure and policy matters considered by the agency; does other related duties as required.

REQUIREMENTS

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

EXPERIENCE: One (1) year of experience performing any of the following: conducting legal research; analyzing, reviewing, and evaluating legal documents, rules, regulations, legislation, and/or regulatory matters.

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.

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.

SPECIAL NOTE: The ideal candidate can successfully manage several projects in various stages of completion at one time. This position entails meeting compliance deadlines so attention to detail is crucial. Excellent oral, written and interpersonal skills are essential. Computer literacy including the use of Microsoft Office and Westlaw is required.

FOREIGN DEGREES: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission, and failure to submit the required evaluation may result in an ineligibility determination.

NOTE: All college degrees (both U.S. and non-U.S.) and/or transcripts from a college or university must be evaluated for accreditation by the closing date of this posting. Transcripts must be submitted with a resume. Failure to comply with these requirements may result in ineligibility.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations.

NOTE: The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

IMPORTANT NOTICE

Effective September 1, 2011, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

ELECTRONIC FILING INSTRUCTIONS

Interested candidates must email a cover letter, including the announcement number, resume and transcripts by the closing date of this Notice of Job Vacancy to njdajobs@ag.nj.gov.

SAME PROGRAM INFORMATION

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted to njdajobs@ag.nj.gov along with your resume, cover letter, announcement number, and transcript (if position has a degree requirement) 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: CSC-SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

BENEFIT(S)*

**Pursuant to the State/Department's policy, procedures and/or guidelines.*

Statewide benefits include:

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| Deferred Compensation | Paid Time Off |
| Health and Life Insurance | State Holidays |
| Flexible and Health Savings Accounts (FSA) (HSA) | Up to \$250 in rewards for Wellness Program |
| Alternate Work Week available for some positions | Telework available for some positions |

The New Jersey Department of Agriculture is an Equal Employment Opportunity Employer