



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



NOTICE OF JOB VACANCY

TITLE: TES Legal Services (Part-Time Real Estate Closing Specialist – Farmland Preservation)	ANNOUNCEMENT #: 20-26	ISSUE DATE: 5/12/26 CLOSING DATE: 6/30/26
SALARY RANGE: \$40 - \$60 per hour (Flexible hourly position Monday to Friday between the hours of 8am and 5pm, employment limited to 944 hours in a fiscal year)		<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC
LOCATION: State Agriculture Development Committee (SADC), Trenton, NJ		

JOB DESCRIPTION

Under the supervision of the supervising attorney and in collaboration with SADC staff and the Real Estate Closing Coordinator, will assist in managing and facilitating real estate transactions for farmland preservation. This includes managing complex easement and fee simple acquisition projects, ordering and reviewing title work, surveys, deeds of easement, and all relevant closing documents to ensure clear title and compliance with agency statutes, rules, and approvals. The coordinator will draft, edit, and proofread legal documents, correspond with various stakeholders to clear title exceptions, define survey updates needed for closing, arrange and oversee State Acquisition closings, track closings and document submissions, work with County Agriculture Development Boards and other entities to facilitate transactions, ensure compliance with state laws, maintain and organize paper and electronic files, assist in preparing formal correspondence, and undertake additional duties as assigned, all in support of SADC’s mission to provide cost-share grants and acquire farmland and easements directly from landowners.

REQUIREMENTS

EDUCATION: A bachelor’s degree in related field from an accredited college or university is preferred, but not required.

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. Candidate must have experience effectively utilizing the Microsoft Office Suite.

PREFERENCE: Preference will be given to applicants with a strong knowledge of, commitment to, and experience in real estate, land conservation and/or farmland preservation; exceptional writing skills; experience analyzing complex problems, recommending and implementing effective solutions.

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. This evaluation must be included with your submission and failure to submit the required evaluation may result in an ineligibility determination.

AUTHORIZATION TO WORK: Selected candidates 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 must 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 seven 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 applicants 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.

BENEFITS*

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

TES benefits include: Earned Sick time