



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
Governor  
**Sheila Y. Oliver**  
Lt. Governor  
**Carole Johnson**  
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

<b>JOB POSTING NUMBER</b>	239-19	<b>ISSUE DATE</b>	9/30/2019	<b>CLOSING DATE</b>	10/15/2019
<b>TITLE</b>	Legal Specialist	<b>RANGE</b>	X98		
<b>LOCATION</b>	Division of Management and Budget Office of Legal Affairs Contracts Policy and Management Unit 222 South Warren Street, Trenton, NJ 08625	<b>SALARY</b>	Commensurate with education and experience.		
		<b>OPEN TO</b>	Public		
<b>DEFINITION</b>	<p>Under the direction of the Manager of the DHS Office of Contract Policy &amp; Management, performs confidential legislative, legal, and policy influencing research related to department programs, in conformance with guidelines established by the State Attorney General; acts as liaison between a state department and the Office of the Attorney General in receiving, formulating, and transmitting requests for legal advice on behalf of a state agency; prepares reports and recommendations on the impact of proposed or existing legislation; does related work as required.</p> <ul style="list-style-type: none"> <li>➤ This position will serve in the Office of Contract and Policy Management. State contracting experience is strongly preferred.</li> </ul> <p>Duties may include the following:</p> <ul style="list-style-type: none"> <li>➤ Assist DHS divisions in the interpretation and application of laws, contract policies and procedures.</li> <li>➤ Maintain DHS contract policies and establish standards, guidelines, policies and protocols for contract operations within DHS, including streamlining and improving the administration, consistency and coordination of DHS contracting policies.</li> <li>➤ Liaise with other state agencies, including the Division of Purchase and Property and the Office of the Attorney General, relative to procurement processes and legal contracting issues.</li> <li>➤ Perform legal research.</li> </ul>				
<b>REQUIREMENTS</b>					
<b>EDUCATION</b>	Graduation from an accredited law school with Juris Doctor (J.D.) or a Bachelor of Laws (L.L.B.) degree. -OR- Graduation from an accredited college or university with a Bachelor's degree.				
<b>EXPERIENCE</b>	Three (3) years of experience involving legal or legislative research, drafting of rules, regulations, legislation, amendments, and/or the interpretation of statutes.				
<b>NOTE</b>	<p style="text-align: center; color: red;"><b>If you previously applied for Job Posting #159-19, you do <u>not</u> need to apply for this posting. Your resume remains under consideration.</b></p> <ul style="list-style-type: none"> <li>➤ Appointees currently matriculating in an accredited law school as an LL.B or J.D. candidate may substitute such enrollment for the three (3) years of required experience on a year-for-year basis.</li> <li>➤ The legal specialist may be a fulltime law school student working for the state on a limited part time basis or during periods when law school is not in session.</li> </ul>				
<b>NOTE FOR FOREIGN DEGREES</b>	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. Failure to submit the required evaluation may result in an ineligibility determination.				
<b>LICENSE</b>	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.				
<b>IMPORTANT NOTICE</b>					
<b>RESIDENCY</b>	Effective 9/1/11, 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 he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.				
<b>NOTE</b>	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.				
<b>DRUG SCREENING</b>	If you are a candidate for a position that involves direct client care in one of the Department of Human Services' hospitals or developmental centers, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your 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. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.				
<b>FILING INSTRUCTIONS</b>					
Forward a cover letter and resume electronically to: <a href="mailto:DHSResumes@dhs.state.nj.us">DHSResumes@dhs.state.nj.us</a>					
You must include the Job Posting # in the subject line of your email.					

New Jersey Department of Human Services is an Equal Opportunity Employer