



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:

JOB POSTING NUMBER	#310-20	ISSUE DATE	1/28/2020	CLOSING DATE	2/11/2020
TITLE	Legal Specialist	RANGE	X98		
LOCATION	Division of Disability Services 11A Quakerbridge Plaza Mercerville, New Jersey 08619	SALARY	Commensurate with education and experience.		
		OPEN TO	Public		
DEFINITION	<p>Under direction of the Chief Executive Director or other supervisory official in a state department, institution, or autonomous agency, 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> <p>Duties may include the following:</p> <ul style="list-style-type: none"> ➤ Assists with the interpretation and application of laws, contract policies and procedures. ➤ Assists with the writing and revising of agency rules and regulations. ➤ Acts as the agencies' Privacy Officer, Administrative Practice Officer and Ethics Officer. ➤ Handles ADA accommodation requests and inquiries, while also serving as the liaison to the Northeast ADA Center. 				
REQUIREMENTS					
EDUCATION	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.				
EXPERIENCE	Three (3) years of experience involving legal or legislative research, drafting of rules, regulations, legislation, amendments, and/or the interpretation of statutes.				
NOTE	<ul style="list-style-type: none"> ➤ Appointees currently matriculating in an accredited law school as an L.L.B or J.D. candidate may substitute such enrollment for the three (3) years of required experience on a year-for-year basis. ➤ 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. 				
NOTE FOR 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. Failure to submit the required evaluation may result in an ineligibility determination.				
LICENSE	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 NOTICE					
RESIDENCY	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.				
NOTE	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.				
DRUG SCREENING	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.				
FILING INSTRUCTIONS					
Forward a cover letter and resume electronically to: DHSResumes@dhs.state.nj.us					
You must include the Job Posting # in the subject line of your email.					

New Jersey Department of Human Services is an Equal Opportunity Employer