

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

**JOB VACANCY POSTING**

**POSTING NUMBER:** HR- 0024

**ISSUE DATE:** April 7, 2016

**TITLE:** Rooming and Boarding Home Compliance Officer

**CLOSING DATE:** April 21, 2016

**DIVISION/UNIT:** Codes and Standards / Bureau of Rooming and Boarding House Standards

**LOCATION:** DCA Building, 101 South Broad Street, 3<sup>rd</sup> floor, Trenton

**SALARY RANGE:** P23 \$56,408.42-\$80,018.75

**POSITION(S):** 1

**DISTRIBUTION:** Department

**DESCRIPTION OF MAJOR DUTIES:**

In the Bureau of Rooming and Boarding House Standards, in accordance with the Rooming and Boarding House Act of 1979, the Health Care Facilities Planning Act, the Act Concerning Emergency Shelters for the Homeless and all corresponding regulations the Rooming and Boarding Home Compliance Officer will assess penalties for non-compliance; negotiate settlements and compromise with owners and/or their representatives; represent DCA at Office of Administrative Law proceedings; issue Orders vacating properties; review cases of non-compliance; respond to OPRA requests; interpret the statutes and regulations for code officials, tenant and property owners; respond to requests for administrative hearings; prepare stipulatory agreements; prepare pleadings to docket penalties and obtain writs; oversee the work of field and clerical staff; may perform other related duties as required.

**REQUIREMENTS**

**EDUCATION:**

Graduation from an accredited college with a Bachelor's degree

**EXPERIENCE:**

Two (2) years of technical experience in construction estimating or in construction code or housing code enforcement.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis.

**LICENSE:**

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.

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**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:**

Office of Human Resources  
New Jersey Department of Community Affairs  
HR# 0024  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov)

**Interviews will be granted on the basis of the resume.**

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

**The New Jersey Department of Community Affairs is an Equal Opportunity Employer**