NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0151 **ISSUE DATE:** June 30, 2015

TITLE: Planned Real Estate Development Analyst **CLOSING DATE:** July 14, 2015

DIVISION/UNIT: Codes and Standards / Bureau of Homeowner Protection / Planned Real Estate Development Unit (PRED)

LOCATION: DCA Building, 101 South Broad Street, Trenton

SALARY RANGE: P27: $67,714.29-$96,415.56 **POSITION(S):** 2

DISTRIBUTION: Department

DESCRIPTION OF MAJOR DUTIES: In the Division of Codes and Standards, Bureau of Homeowner Protection, Planned Real Estate Development Unit does the review of the more complex conversion and new construction applications for registration and Public Offering Statements in accordance with the Planned Real Estate Full Disclosure Act and Regulations. Does other related work as required.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Three (3) years of experience in the review and processing of legal documents relating to the development and sale of residential real estate and financial contracts and statements.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: An L.L.B. or J.D. degree may be substituted for the required experience.

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.

☒ A promotional or open competitive list exists.

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#0151
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: 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