



NEW JERSEY DEPARTMENT OF AGRICULTURE

P.O. Box 330, Trenton, New Jersey 08625
www.state.nj.us/agriculture

POSITION TITLE: Legal Specialist (part-time, approx. 20 hours/week)
(Position limited to 944 hours in a fiscal year)

ISSUE DATE: July 19, 2021

CLOSING DATE: August 19, 2021

SALARY RANGE: \$30 per hour

ANNOUNCEMENT NUMBER: 22/22

LOCATION: Office of the Secretary
Trenton, New Jersey

POSITION DESCRIPTION

Under the direction of the Department's full-time Legal Specialist (licensed attorney), the part-time Legal Specialist analyzes and drafts regulations; reviews agreements and other legal documents; drafts legal and public policy memos, assists colleagues by revising letters and legal notices, consults with the New Jersey Office of the Attorney General, and does other related work as required.

QUALIFICATIONS AND SKILLS

Experience in legal research and writing is required. Proficiency with Microsoft Office and general computer skills are required; previous office experience is a plus; excellent writing skills, critical thinking, and organizational skills are highly important. The ideal applicant will be an attorney, paralegal, or worker with experience in a law office who can commit to working 20 hours per week on average during normal business hours (9:00-5:00).

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.


RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

AUTHORIZATION TO WORK: Selected candidate 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 citizenships to the United States.

APPLICANT INFORMATION

Applicants should submit a cover letter with announcement number, resume, writing sample, and college transcripts by the closing date to: Heather Knox, Personnel Assistant 1, Human Resources, New Jersey Department of Agriculture, Office of Human Resources, P.O. Box 330, Trenton, NJ 08625 or to njdajobs@ag.nj.gov.

POSTING AUTHORIZED BY:


Jacqueline Jobs
Manager, Human Resources

The New Jersey Department of Agriculture is an Equal Opportunity/Affirmative Action Employer
Minorities and women are encouraged to apply.