NEW JERSEY DEPARTMENT OF AGRICULTURE
200 RIVERVIEW PLAZA
P.O. BOX 330
TRENTON, NJ 08625-0862

NOTICE OF JOB VACANCY

TITLE: Legal Specialist (Unclassified)  ANNOUNCEMENT #: 23-22  ISSUE DATE: 7/26/2022
SALARY RANGE: $85,000.00  CLOSING DATE: 8/11/2022
LOCATION: Division of Food and Nutrition, Trenton, NJ 08625

[ ] DEPARTMENT WIDE
[ ] STATEWIDE
[X] GENERAL PUBLIC

JOB DESCRIPTION

Under the direction of the Division Director or other supervisory official in the New Jersey Department of Agriculture, Division of Food and Nutrition, will be responsible for overseeing and approving 600+ contracts between Food Service Management Companies (FSMC) and School Food Authorities (SFA) that are currently operating under the USDA’s National School Lunch Program. Contracts will need to be tracked and monitored for compliance. Technical assistance will be required throughout the contract period along with developing trainings and collaborating with various stakeholders to ensure the FSMCs are fulfilling their contractual obligations to the SFAs. Direct collaboration with the Procurement Review Team will be required. Performs other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with a Juris Doctor (J.D.) or Bachelor of Laws (L.L.B.) degree.

OR

EDUCATION: 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: 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.

NOTE: The legal specialist may be a full-time law school student working for the state on a limited part-time basis or during period when law school is not in session.

SPECIAL NOTE: The ideal candidate can successfully manage several projects in various stages of completion at one time. This position entails meeting compliance deadlines so attention to detail is crucial. Excellent oral, written and interpersonal skills are essential. Computer literacy including the use of Microsoft Office and Westlaw is required.

DEGREES: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable service at your expense. This evaluation must be included with your submission and 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.

AUTHORIZATION TO WORK: Selected candidates 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 permanent residency to the United States or work visa.

IMPORTANT NOTICE

Effective September 1, 2011, 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 an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

ELECTRONIC FILING INSTRUCTIONS

Interested candidates must email a cover letter, including the announcement number, resume and transcripts by the closing date of this Notice of Job Vacancy to njdajobs@ag.nj.gov.

POSTING AUTHORIZED BY:  

Jacqueline Jobes, HR Manager

The New Jersey Department of Agriculture is an Equal Employment Opportunity Employer.