



# NEW JERSEY DEPARTMENT OF AGRICULTURE

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

**POSITION TITLE:** Legal Specialist (Unclassified)

**ISSUE DATE:** March 19, 2020

**CLOSING DATE:** April 15, 2020

**SALARY RANGE:** \$75,000.00 - \$85,000.00

**ANNOUNCEMENT NUMBER:** 12-20

**LOCATION:** Trenton, New Jersey  
State Agriculture Development Committee (SADC)

## POSITION DESCRIPTION

Under direction of the Senior Legal Specialist or Chief of Legal Affairs in the State Agriculture Development Committee (SADC), acts as a staff attorney responsible for performing legal work in support of all SADC functions including, but not limited to, review of title, surveys and all other documents utilized in connection with real estate closings utilizing SADC grant funds; legal work associated with stewardship and enforcement of Farmland Preservation Program (FPP) easements acquired; drafts formal SADC decisions pursuant to the Right to Farm Act, and supports all administrative functions of the State Transfer of Development Rights Bank Board; does related work 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.

**Note:** Foreign transcripts must be evaluated by a recognized evaluation service at your expense. Submit a copy of the evaluation with each application that requires a college degree or credits. For additional information, please refer to the Civil Service Commission website at: <http://www.state.nj.us/csc/seekers/about/steps/step2.html>

**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.

**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 permanent residency to the United States or work visa.

## APPLICANT INFORMATION

Applicants should submit a cover letter including the announcement number, resume and transcripts by the closing date to: Heather Knox, Personnel Assistant 2, Human Resources via e-mail to [njdajobs@ag.nj.gov](mailto:njdajobs@ag.nj.gov).

POSTING AUTHORIZED BY:

*Linda A. Krajain*

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Manager, Human Resources

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