



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

POSTING NUMBER: HR19-0087

ISSUE DATE: September 11, 2019

TITLE: Regulatory Officer 1

CLOSING DATE: September 25, 2019

DIVISION / OFFICE /UNIT: Housing & Community Resources

LOCATION: DCA Building, 101 South Broad Street, Trenton, 5th Floor

NUMBER OF POSITIONS: 1

SALARY RANGE: P26: \$67,290.04 - \$95,729.23

- OPEN TO: Department-Wide (Department of Community Affairs Employees ONLY)
 All Departments/Agencies (State Employees with permanent status ONLY)
 General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Under close supervision of a supervisory official or other designated official in a state department, institution, or agency, assists with respect to regulatory matters, formal and informal, both legislative and quasi-judicial in nature, including matters related directly to administrative procedure and policy matters considered by the agency; does related work as required. Conducts informal hearings ensuring compliance with HUD regulations and agencies Administrative Plan in an unbiased capacity. This individual does not represent the Department. The individual renders a decision on the merits of the case; and prepares a written decision within 15 business days for every case.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION:

Graduation from an accredited law school with a Juris Doctor (J.D.) Degree.

EXPERIENCE:

One (1) year of experience in conducting legal research, analyzing and evaluating legal documents, rules, regulations, and/or legislation, or the review and analysis of regulatory matters in a government agency; or one (1) year of experience as an attorney.

Preferred Experience: Experience with Section 8 Housing Choice Voucher Program Regulations and guidelines.

LICENSE:

Appointee must be eligible to practice as an Attorney-At-Law in the State of New Jersey.

Appointee must possess a current Certificate of Good Standing issued by the New Jersey Board of Bar Examiners, or other license to practice law issued by any state in the United States.

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.

- A promotable eligible exists within the unit scope.
 A promotional list exists within the unit scope.
 An open competitive list exists.

Please submit a resume including any required documents (degree, licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

New Jersey Department of Community Affairs
Office of Human Resources
HR19-0087
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted based on resume

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

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