The New Jersey Department of Human Services invites you to apply for the following position:

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**TITLE**
Legal Specialist

**LOCATION**
Division of Aging Services  
Office of The Public Guardian  
12B Quakerbridge Plaza  
Hamilton, NJ 08619

**RANGE**
X98

**SALARY**
Commensurate with Education and Experience

**OPEN TO**
PUBLIC

**JOB POSTING NUMBER 262-22**

**DEFINITION**
Under direction of the Chief Executive Officer or other supervisory official in a state department, institution, or autonomous agency, performs confidential legislative, legal, and policy-influencing research related to department programs, in conformance with guidelines established by the State Attorney General; acts as liaison between a state department and the Office of the Attorney General in receiving, formulating, and transmitting requests for legal advice on behalf of a state agency; prepares reports and recommendations on the impact of proposed or existing legislation; does related work as required.

This position will be a joint assignment between the Office of the Public Guardian and the Division of Mental Health and Addiction Services.

For the Office of the Public Guardian, this position will administer and settle estates for deceased wards and file and prepare First and Final Accountings with the Superior Court of NJ at the termination of Guardianship on behalf of the Public Guardian.

For the Division of Mental Health and Addiction Services, this position will draft community program and fee-for-service contracting policies consistent with regulatory mandates; research and analyze regulatory issues and federal mandates; draft memoranda of agreements; review and analyze merger/sale documents and affiliation agreements; and prepare assignments of contract. They will also draft and record Capital Funding Agreements and Mortgages; review title work; and amend and conform written agreements and Notes and Mortgages to reflect current title and financial terms.

**REQUIREMENTS**

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

-OR-

Graduation from an accredited college or university with a Bachelor's degree plus the experience requirements listed below.

**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 periods when law school is not in session.

**LICENSE**
Appointees will be required to possess a driver’s license valid in New Jersey only if the operation of a vehicle, rather than the interpretation of statutes, is necessary to perform the essential duties of the position.

**IMPORTANT NOTICE**

**RESIDENCY**
Effective 9/1/11, 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 he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

**NOTE**
Applicable special re-employment list established as a result of a layoff will be used before any promotions are made. All State workers are required to be fully vaccinated or submit to weekly COVID testing as of October 18th, 2021. To comply with that requirement, fully vaccinated staff must provide proof of vaccination status.

**DRUG SCREENING**
If you are a candidate for a position that involves direct client care in one of the Department of Human Services’ hospitals or developmental centers, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you’re being considered requires drug testing and how to proceed with the testing.

**FILING INSTRUCTIONS**
Forward a cover letter and resume electronically to: DoAS.Resume@dhs.nj.gov
You must include the Job Posting # in the subject line of your email.

New Jersey Department of Human Services is an Equal Opportunity Employer