



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

ANDREW J. BRUCK
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

August 3, 2021
NOTICE OF JOB VACANCY
#21-275

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Juvenile Justice Commission, for applicants who meet the requirements specified below.

TITLE: Regulatory Officer 1
SALARY: \$70,008.56 to \$99,596.69
LOCATION: Juvenile Justice Commission
Legal and Regulatory Affairs Unit
1001 Spruce St., Suite 202
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under close supervision of a supervisory official in the Juvenile Justice Commission, 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; assists in the drafting, coordinating, and revision of rules, regulations, and orders that may be required to implement the statutory authority, powers, and duties imposed upon the agency; assists in formulating policies and procedures governing the agency; assists in advising the agency with respect to the application of various statutes; helps review and advises the agency with respect to decisions, orders, memoranda, correspondence, and settlements prior to adoption or issuance; performs related duties as required.

REQUIREMENTS

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.

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.

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.

RESUME NOTE: Eligibility determinations are based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy announcement #21-275, a copy of your Certificate of Good Standing with the NJ Supreme Court, and a current resume on or before the closing date of September 3, 2021 to:

Recruitment Officer
jjcrecruitment@jjc.nj.gov

-OR-

Juvenile Justice Commission
Office of Human Resources
Recruitment Officer
P.O. Box 107, Trenton, NJ 08625-0107

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

