



State of New Jersey
DEPARTMENT OF HUMAN SERVICES
PO Box 700
TRENTON, NJ 08625-0700

CHRIS CHRISTIE
Governor

JENNIFER VELEZ
Commissioner

KIM GUADAGNO
Lt. Governor

PLEASE NOTE: Opportunities may be subject to the current promotional and hiring restrictions.

STATE-WIDE DISTRIBUTION

JOB OPPORTUNITY #125-13

DATE: May 30, 2013

TITLE: Legal Specialist - Unclassified

SALARY: TBD

LOCATION: Division of Family Development, Quakerbridge Plaza, Trenton NJ

POSITION INFORMATION

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 is located in the Office of Child support Services and will be responsible for:

- Preparing, completing and ensuring compliance annual amendments and as required updates to the State Plan for the Governor's signature. (301.12, 302.10,302.13)
- Ensure all state statutes, regulations and policies are in compliance with federal statutes and regulations
- Provide comment on and advice for ensuring compliance with federal statutes /regulations on any proposed state statute, regulation, court rule and policy assurance.
- Assessment of subpoenas received by OCSS and the other entities providing child support services. The information gathered and used by OCSS is highly confidential in nature. Its protection is governed by Title IV-D of the Social Security Act, as well as the Internal Revenue Code. It is the responsibility of the Legal Specialists to determine whether requested information can be released pursuant to a subpoena. If it is determined that the information can be released, the Legal Specialists oversees the production of the documents. If it can not be released, the Legal Specialist works in conjunction with the Office of the Attorney General (OAG) to file a motion to Quash.
- Provision of assistance and direction to IV-D attorneys handling cases. The Legal Specialist often provides legal child support expertise to field attorneys dealing with unusual issues intergovernmental and interstate cases. This can include legal research, strategy, written documents, etc.
- Analysis of legal precedent impacting the child support program. The Legal Specialist follows and analyzes legal developments in child support case law, noting those which are likely to have an impact on the program administration in New Jersey.
- Provision of expert advice to OAG attorneys in IV-D matters. Actual litigation of matters involving the Department of Human Services and OCSS is handled by the OAG. Because child support is such a specialized and highly regulated program, however, it is difficult to become versed in all of its nuances quickly. The Legal Specialist, therefore, serves as a "expert advisor" to the attorneys handling litigation involving OCSS, providing the child support knowledge, and assisting with drafting the legal documents.

New Jersey is an Equal Opportunity Employer

- Liaison to the County Welfare Attorneys (CWA Attorneys) Association and Family Practice Committee. The Legal Specialist serves as liaison to the CWA Attorneys Association and attends their quarterly training sessions to provide updates on OCSS issues and respond to any concerns they may have. The Legal Specialist also serves as a resource person on child support matters to the Supreme Court Family Practice Committee, which is appointed to recommend change to the court rules surrounding family practice.
- Analysis and preparation of comments on Notices of Proposed Rulemaking issued by the federal Department of Health and Human Services
- Review and approval of Informational Transmittals and other policy issuances to IV-D staff
- Review of (or preparation of) Child Support Program manual (CSPM) materials
- Review and comment on proposed procedures from the Administrative Office of the Courts (AOC) and other delegated service contractors to ensure compliance with federal requirements.
- Providing policy guidance to Project Work Teams (PWTs) and the Release Management Council (RMC) that are part of the governance of NJKiDS.
- Participate in analysis in national case analysis for local and national impact that directly influence case handling.

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 AND three (3) years of experience involving legal or legislative research, drafting of rules, regulations, legislation, amendments, and/or the interpretation of statutes.

JOB SPECIFICATION EDUCATION OR EXPERIENCE SUBSTITUTION NOTE:

NOTE: Appointees currently matriculating in an accredited law school as an LL.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 fulltime 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 employee mobility, is necessary to perform essential duties of the position.

RESUME SUBMITTAL

Interested candidates possessing the requirements listed, should forward resumes with the job opportunity # as indicated below:

SUBMIT TO: **HR Recruitment Unit**
Division of Family Development
Office of Human Resources
5 Quakerbridge Plaza, P.O. Box 716
Trenton, NJ 08625-0716
Fax #: (609) 588-4598
E-mail: dfd-hrresumes@dhs.state.nj.us

RESPOND BY: June 13, 2013.

DHS-CO REVIEW: AM 5/29/2013

IMPORTANT NOTICES

(1) 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.

(2) 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.