

# OCEAN COUNTY BOARD OF SOCIAL SERVICES

## JOB OPPORTUNITY

### UNCLASSIFIED APPOINTMENT

**TITLE:****ASSOCIATE COUNSEL****EXCLUDE SALARY:****\$105,000.00**

There is an opening for the position listed above within the Ocean County Board of Social Services. Interested individuals who meet the education and experience requirements may submit a letter of interest and resume to Human Resources at [hr@ocbss.ocean.nj.us](mailto:hr@ocbss.ocean.nj.us) or via regular mail to:

**OCBSS Human Resources  
1027 Hooper Avenue  
P.O. Box 547  
Toms River, New Jersey 08754-0547**

**OPEN TO:**

Attorneys admitted to practice in the State of New Jersey who meet the criteria below.

**EDUCATION:**

Possession of a Juris Doctor degree from an accredited law school.

**EXPERIENCE:**

Five (5) years of experience handling employer personnel and human resources functions, including hiring, personnel policy development, classification, compensation, Family Leave Laws, and related employment activities. Serves as liaison between agency and the New Jersey Civil Service Commission in personnel matters, including appointments, promotions, transfers, demotions, dismissals, and disciplinary actions. Position requires knowledge of various employment related laws and programs (i.e., NJ Civil Service Regulations, ADA, NJLAD, anti-discrimination, CEPA, FLSA, EAP, etc.). Provides advice and assistance to management on all facets of personnel issues. Excellent analytical, writing and communication skills are essential. Must be able to work independently and within a dynamic team atmosphere.

**NOTE:**

This is a full time (40 hour) position and as such, punctual and regular in-person attendance is an essential function. This position is also excluded from the Collective Bargaining Agreements between the Ocean County Board of Social Services, the Communications Workers of America - Local 1088, Article I-Recognition, Office and Professional Employees International Union (OPEIU), Local 153, (Supervisors Union and Administrative Clerical, Fiscal and Maintenance Employees Union).

ESTA AGENCIA NO DISCRIMINA POR RAZA, CREDO, NACIONALIDAD DE ORIGEN, SEXO, IDENTIDAD DE GENERO O EXPRESIÓN, EDAD, ESTADO CIVIL O SOCIOS DOMÉSTICOS O UNIONES CIVILES, ANCESTROS, INCAPACIDAD, NACIONALIDAD, ORIENTACIÓN SEXUAL O AFECTIVA, RASGOS CELULARES O SANGRE HEREDITARIA ANORMAL, INFORMACIÓN GENÉTICA (INCLUYENDO LA DENGACIÓN A SOMETER A LA PRUEBA GENÉTICA), POR SERVICIOS EN LAS FUERZAS ARMADAS.

THIS AGENCY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, NATIONAL ORIGIN, AGE, ANCESTRY, NATIONALITY, MARITAL, OR DOMESTIC PARTNERSHIP OR CIVIL UNION STATUS, SEX, GENDER IDENTITY OR EXPRESSION, DISABILITY, LIABILITY FOR MILITARY SERVICE, AFFECTIONAL OR SEXUAL ORIENTATION, ATYPICAL CELLULAR OR BLOOD TRAIT, GENETIC INFORMATION (INCLUDING THE REFUSAL TO SUBMIT TO GENETIC TESTING).