

OCEAN COUNTY BOARD OF SOCIAL SERVICES

JOB OPPORTUNITY

UNCLASSIFIED APPOINTMENT

TITLE:
EXCLUDE SALARY:

BOARD COUNSEL
\$116,267.00

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 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 providing legal counsel to public entities. Candidate should have diverse experience and expertise in local public contracting and procurement requirements including drafting contracts, bid specifications, RFQs, resolutions, and related documents.

This position will require conducting legal research, drafting legal opinions and memoranda, and recommending appropriate courses of action. Duties will include analyzing and evaluating legal documents, rules and/or legislation, or the review and analysis of regulatory matters impacting a government agency. The attorney will also assist with the defense of various types of litigation. Must be able to assist the Director and other agency staff with compliance related to OPRA, OPMA, HIPAA, insurance and claims impacting the Board. Works with Special Counsel for litigation with respect to Adult Protective Services and child support matters. At times, this position may require involvement with personnel and/or disciplinary matters, thus, knowledge of New Jersey Civil Service Commission regulations, human resources and various employment related laws, regulations and requirements is also required. Excellent analytical, writing and communication skills are essential. Must be highly organized, have the ability to multi-task in a fast paced environment and 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 all Collective Bargaining Units.

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).