



**NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting**

POSTING #: 24-00149

TITLE: Government Representative 2

ISSUE DATE: 4/17/2024

TITLE CODE:

CLOSING DATE: 5/8/2024

DIVISION: Office of Inspector General

LOCATION: Ewing

UNIT: OPRA/Records/Tort Unit

RANGE: M98

SALARY: \$130,000-\$134,000

POSITION: One (1)

WORK WEEK: NL

The New Jersey Department of Transportation (NJDOT) is seeking candidates for the position of Government Representative 2/Custodian of Records within the Office of Inspector General, OPRA/Records/Tort Unit. The Office of Inspector General contains four units: Office of Internal Audit, Internal Investigations Unit, Ethics and Special Projects and the Open Public Records Act (OPRA)/Records Management/Tort Litigation Unit. The OPRA/Records/Tort Unit is responsible for satisfying legal requirements for public records requests, through OPRA or subpoena, records management, litigation holds and providing support to the Division of Law in matters filed under the Tort Claims Act.

The selected candidate will serve as the Custodian of Records for the Department of Transportation and supervise the work on the OPRA/Records/Tort Unit.

Major duties include, but are not limited to:

- Serve as Custodian of Records
- Coordinating the Department's efforts to comply with the Open Public Records Act; records management legal requirements; fulfillment of subpoenas served upon the Department; and facilitation of pleadings and discovery for tort litigation and other miscellaneous civil litigation.
- Serving as the litigation hold coordinator for all tort litigation and other legal matters. Place litigation holds upon Department documents as directed by counsel.
- Coordinate, review and respond to requests for public records (OPRA).
- Provide guidance and direction to the Department regarding record retention, storage, disposal, retrieval, and archiving.
- Liaison to the Office of Attorney General for public records requests, subpoenas and oversight of tort litigation.
- Review and authorize all work product produced by the unit prior to release.

REQUIREMENTS

Juris Doctor (J.D.) Degree OR graduation from an accredited college or university with a Bachelor's degree AND five (5) years experience in OPRA

Preferred Skills and Abilities

- Leadership and strong analytical skills
- Ability to handle large volumes of work and meet deadlines.
- Excellent verbal and written communication skills
- Attention to detail
- Strong organization skills
- Team oriented

Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOT does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

Residency: All persons hired on or after September 1, 2011 have one year from the date of appointment to establish, and then maintain, principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14 - 7 (P.L. 2011, c. 70), also known as the New Jersey First Act.

TO APPLY

You must apply through the NJDOT website at:

<https://www.state.nj.us/transportation/about/employ/openings.shtm>

Submit a complete packet by the closing date that includes the following documents:

- NJ State Application for Employment (Application instruction can be found at link above)
- Letter of interest
- Current resume
- Copy of unofficial transcript OR foreign degree evaluation

IMPORTANT NOTES

Proof of Degree: You must provide transcript or evaluation of your **UNDERGRADUATE** degree.

Foreign degree evaluation must be evaluated by a USA recognized evaluation service and include your course - by - course evaluation.

Incomplete Packets: Applicants MAY NOT be considered if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically. Applicants will be selected for an interview on the basis of their application/resume.

Current State employees: Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

NJDOT provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please email dot - hr.ada@dot.nj.gov. Determinations on requests for reasonable accommodation will be made on a case - by - case basis.

SAME APPLICANTS: If you are under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC 609 - 292 - 4144, option 3.

New Jersey Is An Equal Opportunity Employer