



# NEW JERSEY DEPARTMENT OF AGRICULTURE

P.O. Box 330, Trenton, New Jersey 08625  
[www.state.nj.us/agriculture](http://www.state.nj.us/agriculture)

**POSITION TITLE:** Government Representative 2 (Unclassified)  
(Animal Humane Enforcement Chief)

**LOCATION:** Ewing, New Jersey  
Division of Animal Health

**ISSUE DATE:** August 16, 2021  
**CLOSING DATE:** September 17, 2021  
**SALARY RANGE:** \$70,000 - \$80,000  
**ANNOUNCEMENT NUMBER:** 23-21

## POSITION DESCRIPTION

Under the supervision of the Division Director in the Division of Animal Health, New Jersey Department of Agriculture the employee will act as a liaison between the Department and local and county law enforcement; oversee and coordinate all prudent enforcement actions as required by statute and regulations; assure that all investigations requiring enforcement are appropriately handed off to enforcement, and where possible, assists those agencies with appropriate follow-through; assist county prosecutors and local law enforcement with Title 4 related issues; assist and participate in investigations conducted on behalf of the Division; review and approve all humane investigation reports, assist field staff; prepare complete and accurate investigative reports; act as a subject matter expert for humane treatment of Domestic Livestock; develop and maintain a list of resources to assist enforcement when enforcing humane issues with livestock agents; assist the Director in the analysis of issues relating to pending or potential investigations; receive and analyze complaints and referrals to decide investigatory merit; assists in formulating policies and procedures covering all investigations as directed by the Director; assist in the development and maintenance of analytical and investigative databases to support Division investigations; coordinate and assist in the implementation and enforcement of the Department’s rules and regulations; assist and advise the Division employees concerning the application of various federal and state statutes; assist Department legal advisor and CLIs in developing and implementing investigative plans; assist in evaluating testimony and proof to facilitate the presentation of testimony in court and agencies; assist in coordinating formal hearings conducted by staff members; assist in activities and functions involving the Division with local government; review and advise Department staff with respect to decisions, orders, memorandum, correspondence, penalty settlements, and other instruments prepared by staff before adoption or issuance; does other related work as needed.

## REQUIREMENTS

**EDUCATION:** Graduation from an accredited college or university with a Bachelor’s degree.

**NOTE:** Preference will be given to those with a Juris Doctor (J.D.), Bachelor of Law Degree, or Criminal Justice Degree

**NOTE:** All college degrees (both U.S. and non-U.S.) and/or transcripts from a college or university must already be evaluated for accreditation by the closing date of posting. Transcripts (if required) must be submitted with resume. Failure to comply with these requirements may result in ineligibility.

**EXPERIENCE:** Two (2) or more years of experience in conducting criminal and/or civil investigations, and/or law enforcement with deep knowledge of the criminal legal system and laws.

**NOTE:** Preference will be given to candidates with prior Law Enforcement (LEO) Certification or a law license with experience in criminal proceedings.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for- year basis.

**LICENSE:** 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.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey to comply with the act.

**\*\* AUTHORIZATION TO WORK:** Selected candidate must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorships for permanent residency to the United States nor work visas.

## APPLICANT INFORMATION

Applicants should submit a cover letter including the announcement number, resume and transcripts by the closing date to: Heather Knox, Personnel Assistant 1, Human Resources, P.O. Box 330, Trenton, NJ 08625 or via e-mail to [njdajobs@ag.nj.gov](mailto:njdajobs@ag.nj.gov) .

POSTING AUTHORIZED BY:

*Jacqueline Jobs*

Jacqueline Jobs  
Manager, Human Resources

The New Jersey Department of Agriculture is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, nationality, ancestry, age, sex/gender, pregnancy, marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability.