



CITY OF JERSEY CITY
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217



Job Opening
Hearing and Enforcement Officer

Department: Housing, Economic Development & Commerce

Division: Director's Office

Exempt/Non-Exempt: Non-Exempt

Union/Management: Union

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: 37.5 hours per week

Salary: \$67,500 -68,500 – Based on qualifications and experience. Competitive Jersey City retirement and health benefits packages are available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City seeks a qualified, dynamic, and motivated Hearing & Enforcement Officer for the Department of Housing, Economic Development & Commerce. The ideal candidate will review case files, conduct hearings, and issue determinations in cases where a tenant questions the legality of the rent they are being charged and/or is seeking a rent reduction due to their landlord's failure to maintain services. In addition, the ideal candidate will be able to process violation and enforcement notices related to affordable housing compliance under Chapter 188 of the Municipal Code. Employee will be responsible for:

Job Duties:

- Initiates and enforces rules and regulations in relation to enforcement of various municipal ordinances.
- Process Open Public Records Act (OPRA) requests and inquiries.
- Reviewing Illegal Rent Petitions and all supporting documents (i.e. lease agreements, rent receipts, invoices, correspondences, etc.);
- Reviewing Failure to Maintain Service Petitions and all supporting documents (i.e. photos, videos, inspection reports, etc.);
- Calculating allowable rents in properties that are subject to rent control
- Draft enforcement notices to non-compliant owners/managers of affordable units to be referred to the City's Law Department and Municipal Prosecutor;

- Analyzing, Compiling, and drafting violations of Affordable Housing Agreements, per Chapter 260 and Chapter 188 of Municipal Code, respectively;
- Conducting hearings between the tenants that file a Failure to Maintain Service Petition and their landlord as well any legal representatives.
- Gather evidence, information and testimony through these hearings by questioning both parties on the documents provided in each case file;



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- Corresponding with all parties when needing additional documents to issue a detailed and fair determination;
- Writing a thorough and detailed determination that references all evidence and testimony provided in support of a Bureau of Rent Leveling decision;
- Preparing responses for appealed determinations that go before the Rent Leveling Board
- Appearing before the Rent Leveling Board or Municipal Court, if needed

**Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.*

Required Educational Background: Bachelor's degree from an accredited college or university;

Preferred Experience: Three (3) years of the above-mentioned professional experience.

Essential Skills:

- Paralegal or legal experience preferred
- Knowledge of the policies, procedures, and local regulations relative to the control of rents.
- Excellent verbal, written, editing, and communication skills;
- Ability to provide clear and concise written opinions
- Strong oral presentation skills;
- Ability to mediate disputes and conduct hearings with assertiveness and professionalism;
- Ability to work independently and collaboratively;
- Able to recognize and attend to important details with accuracy and efficiency;
- Detail oriented with excellent organizational skills;
- Ability to multi-task and follow up with a sense of urgency;
- Proficiency in Microsoft Excel, PowerPoint, and Word
- Knowledge of affordable housing compliance preferred

This is a Civil Service Job, and you must eventually pass and qualify for the applicable Civil Service title.

To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by NJ First Act.