NEW JERSEY DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625

NOTICE OF JOB VACANCY

TITLE: Legal Specialist 2	**SALARY RANGE:** $95,955.40 - $141,386.20	**POSTING NO.:** 310-26	**ISSUE DATE:** 10/30/2026 **CLOSING DATE:** 11/17/2026
LOCATION: Central Office Headquarters, Equal Employment Division – Trenton, NJ		**CLASS OF SERVICE:** Unclassified	

THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

☐ Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions

☐ State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions

☒ Interested individuals who meet the stated requirements

JOB DESCRIPTION

Under general supervision of a Legal Specialist of higher grade or other supervisory official in a state department, institution, or autonomous agency, supervises and performs confidential legislative, legal, and policy-influencing research related to department programs, in conformance with guidelines established by the State Attorney General; acts as liaison between a state department and the Office of the Attorney General in receiving, formulating, and transmitting requests for legal advice on behalf of a state agency; supervises the preparation of reports and recommendations on the impact of proposed or existing legislation; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; does other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with Juris Doctor (J.D.) or a Bachelor of Laws (L.L.B.) degree.

EXPERIENCE: Two (2) years of experience involving legal or legislative research, drafting of rules, regulations, legislation, amendments, and/or the interpretation of statutes.

-OR-

EDUCATION: Graduation from an accredited college or university with a bachelor's degree.

EXPERIENCE: Five (5) years of experience involving legal or legislative research, drafting of rules, regulations, legislation, amendments, and/or the interpretation of statutes.

NOTE: Appointees currently matriculating in an accredited law school as an L.L.B or J.D. candidate may substitute such enrollment for three (3) years of the required experience on a year-for-year basis.

PREFERRED EXPERIENCE: A Juris Doctorate degree and licensed in good standing. Five (5) years of experience involving legal or legislative research, drafting of rules, regulations, legislation, amendments, interpretation of statutes and/or reviewing/drafting contracts and responding to notices of regulatory violations.

SAME PROGRAM INFORMATION

The SAME program allows candidates, who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program and the Fast Track Hiring program, visit the CSC Website at: https://nj.gov/csc/same/overview/index.shtml, email: SAME@csc.nj.gov or please click here. If you have any questions, please email, or call the contact as indicated on the job vacancy announcement. If you are applying under the NJ "SAME" program, your supporting documents must be submitted along with your resume by the closing date indicated above.

BENEFIT(S)*

*Pursuant to the State/Department's policy, procedures and/or guidelines.

Joining the second largest department in the State of New Jersey offers many benefits to acknowledge the hard work, dedication and leadership of staff members. Statewide benefits include:

- Alternate Work Week available for some positions
- Telework available for some positions
- Deferred Compensation
- Paid Time Off
- 13 State Holidays
- Health and Life Insurance
- Pet Insurance available through certain plans
- Flexible and Health Savings Accounts (FSA)/(HSA)
- Tuition Reimbursement
- Public Student Loan Forgiveness (PSLF)
- Up to $250 in rewards for exercising
- Gym membership discounts
- Diversity & Inclusion events
- Workplace security, health and safety
- Incarcerated Person empowerment and rehabilitation

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APPLICATION INSTRUCTIONS

Please include resume and copy of transcripts (unofficial copies are acceptable), certification(s), and/or license(s), if applicable, in your response. Posting title and number must be included in the subject line of your email. All attachments must be sent in PDF or word format only. Additionally, you must provide your email address. To be considered, responses must be postmarked no later than closing date.

Emailed resumes are to be sent only to: Civilian.Recruitment@doc.nj.gov

Forward Response To:

Robert Smith
Region 6 Personnel Services
Central Office, Civilian Recruitment
P.O. Box 863
Trenton, NJ 08625-0863