



## State of New Jersey

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

GURBIR S. GREWAL  
*Attorney General*

WILLIAM H. CRANFORD  
*Acting Administrator*

**June 3, 2020**  
**NOTICE OF JOB VACANCY**  
**#20-147**

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Division of Consumer Affairs, for applicants who meet the requirements specified below:

**TITLE:** Legal Specialist  
(Assistant to the Director, Policy and Strategic Planning)

**SALARY:** \$100,000.00

**LOCATION:** Division of Consumer Affairs  
Director's Office  
124 Halsey Street  
Newark, NJ

**NUMBER OF POSITIONS AVAILABLE:** One (1)

The Division of Consumer Affairs is looking for a candidate who under supervision of the Director or other supervisory official in the Office of the Director, will be responsible for research and analysis of information, consulting with stakeholders, government officials and internal staff, and the development of options and preparation of recommendations on a wide range of policy projects. Responsibilities will include: The coordination and implementation of operational policies, programs and strategies necessary to support the Division's overall plans and objectives; developing and implementing policies designated to further Division mission and operations; preparing recommendations for Division policy and operation initiatives, policies, procedures and practices; preparing policy recommendations related to existing/new legislation, regulations and governmental procedures which impact Division mission.

**DUTIES:** The Assistant to the Director, Policy and Strategic Planning, will serve in the Civil Service title of Legal Specialist; the Civil Service definition of the position and associated duties can be found in the job specification on file with the Civil Service Commission at: <https://info.csc.state.nj.us/jobspec/37156.htm>.

### **REQUIREMENTS**

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

**OR**

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

**EXPERIENCE:** Three (3) 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 LL.B or J.D. candidate may substitute such enrollment for the three (3) years of required experience on a year-for-year basis.

**NOTE:** The legal specialist may be a fulltime law school student working for the state on a limited part-time basis or during periods when law school is not in session.

**LICENSE:** Appointees 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.

**PREFERENCE:** Preference will be given to applicants with a JD and three years of experience in legal or legislative research, drafting of rules, regulations, legislation, amendments, and/or the interpretation of statutes. Applicants with legal, legislative or regulatory experience in commercial transactions or complex consumer fraud matters will also be given preference.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

***If qualified, please send a cover letter indicating interest in job vacancy #20-147 and a current resume on or before the closing date of June 24, 2020 to:***

Recruitment Coordinator  
LPS.Humanresources@njoag.gov

**-OR-**

Recruitment Coordinator  
Division of Administration  
Human Resource Management  
P.O. Box 081, Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

