



*State of New Jersey*  
STATE ETHICS COMMISSION

PO Box 082  
Trenton, NJ 08625-0082  
[www.nj.gov/ethics](http://www.nj.gov/ethics)

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Lt. Governor

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Chair

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June 11, 2021  
NOTICE OF JOB VACANCY  
#21-221

An opportunity currently exists in the unclassified service with the State Ethics Commission, which is in, but not of, the Department of Law and Public Safety, for interested applicants who meet the requirements specified below:

**TITLE:** Legal Specialist  
**SALARY:** \$77,700.00  
**LOCATION:** State Ethics Commission  
225 East State Street  
Trenton, NJ 08625

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

**DUTIES:** As assigned, investigates allegations of violations of the New Jersey Conflicts of Interest Law, N.J.S.A. 52:13D-12 et seq.; drafts reports concerning investigations; performs legal research and analysis in connection with investigations, requests for advice, and other matters addressed by the Commission; performs 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.

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.

**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.

**PREFERENCE:** Preference will be given to applicants with a Juris Doctorate (J.D.).

**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 announcement #21-221 and a current resume on or before the closing date of June 25, 2021 to:*

Shanna Cook, Administrative Assistant  
State Ethics Commission  
P.O. Box 082  
Trenton NJ 08625-082  
Fax: (609) 633-9252  
Email: [Shanna.Cook@ethics.nj.gov](mailto:Shanna.Cook@ethics.nj.gov)