



## State of New Jersey

PHILIP D. MURPHY  
*Governor*

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

ANDREW J. BRUCK  
*Acting Attorney General*

SHEILA Y. OLIVER  
*Lt. Governor*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

### October 14, 2021 NOTICE OF JOB VACANCY #21-347

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

**TITLE:** Legal Specialist  
**SALARY:** \$90,000.00 to \$126,500.00  
**LOCATION:** Office of the Attorney General  
Office of Legislative Affairs  
Richard J. Hughes Justice Complex  
25 Market Street, 4th Floor  
Trenton, NJ 08625

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

**DUTIES:** Under the supervision of the Director, Office of Legislative Affairs, Office of the Attorney General, Department of Law and Public Safety, advocates on behalf of the Attorney General on legislative matters affecting the mission or operations of the Department of Law and Public Safety, including: performing and synthesizing legal, practical and fiscal analysis of pending and contemplated legislation; tracking and monitoring legislation on behalf of the Department's component agencies; developing recommended departmental positions on pending bills affecting departmental Divisions to which employee is assigned, and communicating such information to the Governor's Office, the Legislature and stakeholders; researching and drafting departmental initiatives and proposed amendments to pending legislation; preparing and presenting testimony to the Legislature; coordinating the preparation and submission of fiscal analyses of pending bills affecting the Department; working cooperatively on legislation and related matters with staff from the Governor's Legislative Affairs Unit and the Office of Governor's Counsel and legislative liaisons from other State agencies; directing and responding to legislator and constituent inquiries referred by the Governor's Office, legislative staff and district offices; performing or assisting with other projects and tasks as needed; does related work 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.

**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 #21-347 and a current resume on or before the closing date of October 28, 2021 to:***

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

**-OR-**

Division of Administration  
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.

