



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

November 12, 2021
AMENDED NOTICE OF JOB VACANCY
#21-401

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
(Director of Legislative and Regulatory Affairs)

SALARY: \$120,000.00

LOCATION: Division of Consumer Affairs
Director's Office
124 Halsey Street
Newark, NJ 07102

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under supervision of the Director, Division of Consumer Affairs (Division), Department of Law & Public Safety, performs confidential legislative, legal, and policy influencing research related to Division programs, pending and existing legislation, in conformance with guidelines established by the Attorney General formulating and transmitting requests for legal advice on behalf of the Division and its professional licensing boards, regulated business sections, and consumer protection units; prepares reports and recommendations on the impact of proposed or existing legislation; 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 required to perform the essential duties of the position.

PREFERENCE: Preference will be given to applicants with supervisory experience in the provision of legal, legislative or regulatory services in a government agency.

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

If qualified, please send a cover letter indicating interest in job vacancy announcement #21-401 and a current resume on or before the closing date of December 1, 2021 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
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.

