



# 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*

ANDREW J. BRUCK  
*Acting Attorney General*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

**November 24, 2021**  
**NOTICE OF JOB VACANCY**  
**#21-412**

Temporary appointments currently exist with the Department of Law & Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

**TITLE:** Legal Specialist

**SALARY:** \$70,000.00 to \$110,000.00

**LOCATION:** Division on Civil Rights  
140 East Front Street  
Trenton, New Jersey 08625

**OR**

Division on Civil Rights  
31 Clinton Street, 3rd Floor  
Newark, NJ 07102

*Statewide travel may be required for work responsibilities*

**ANTICIPATED DURATION:** Three (3) years (Ending: December 31, 2024)

**NUMBER OF POSITIONS AVAILABLE:** Two (2) - Location preference required for consideration.

The Division on Civil Rights (DCR) is charged with enforcing the New Jersey Law Against Discrimination (LAD) and the Fair Chance in Housing Act (FCHA) and preventing and eliminating discrimination and bias-based harassment in New Jersey.

**DUTIES:** Under the direction of the Director and Deputy Director of DCR, will work to ensure that all DCR investigations and decisions are legally sound and correctly enforce the LAD and FCHA. This includes reviewing and editing all draft complaints filed with the agency to ensure that DCR has jurisdiction and that all legally relevant claims are included; evaluating the complaint, Answer, Position Statement, and supporting evidence and drafting a memo to guide the investigation; conferring with investigations to ensure that relevant evidence to the legal claim is identified, obtained, analyzed and relied upon during the investigation, facilitating mediation and settlement discussions when the parties seek to resolve a complaint and drafting, editing, and reviewing settlement agreements; reviewing and editing summaries of investigations drafted by the investigators and ensuring that all required evidence has been obtained; drafting administrative decisions including a thorough legal analysis; conduct research doing 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, 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.

**PREFERENCE:** Preference will be given to applicants with a J.D. and a demonstrated commitment to, knowledge of, and experience in state or federal civil rights' laws; a strong commitment to fair housing and a New Jersey free of discrimination; excellent legal research and writing skills; ability to analyze complex information and determine what is relevant to the legal claim; ability to competently and professionally engage with members of the public; excellent oral and verbal or communication skills.

**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 #21-412 with desired location preference and a current resume on or before the closing date of December 27, 2021 to:***

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

