



State of New Jersey

PHILIP D. MURPHY
Governor

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

MATTHEW J. PLATKIN
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

August 10, 2022 NOTICE OF JOB VACANCY #22-386

An opportunity currently exists in the unclassified service with the Department of Law and 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 07102

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under supervision of the Director or other supervisory official in the Office of the Director, Division of Consumer Affairs, is 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; performs other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with Juris Doctor (J.D.) or a Bachelor of Law (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: Appointee currently matriculating in an accredited law school as an L.L.B. or JD candidate may substitute such enrollment for the three (3) years of required experience on a year-for-year basis.

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 who possess a Juris Doctor (J.D.) degree and three (3) years of experience in legal or legislative research, drafting of rules, regulations, legislation, amendments, and/or the interpretation of statutes; or to applicants with legal, legislative or regulatory experience in complex consumer policy matters.

Appointees will be required to be compliant with all Executive Orders (EO), mandates, policies, and directives related to Covid-19, including testing and vaccinations, and including but not limited to EO 252 (Murphy), EO 283 (Murphy) and/or EO 290 (Murphy).

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

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 #22-386 and a current resume on or before the closing date of August 24, 2022 to:

Recruitment Coordinator:
Recruit@dca.njoag.gov

-OR-

Recruitment Coordinator
Division of Consumer Affairs
Human Resource Department
P.O. Box 45024, Newark, NJ 07102

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.

