



## State of New Jersey

PHILIP D. MURPHY  
*Governor*

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

MATTHEW J. PLATKIN  
*Acting Attorney General*

SHEILA Y. OLIVER  
*Lt. Governor*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

**July 12, 2022**  
**NOTICE OF JOB VACANCY**  
**#22-339**

An opportunity currently exists in the unclassified service with the Department of Law and 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  
**LOCATIONS:** Division on Civil Rights  
Legal Unit  
Trenton, Newark, Atlantic City or Cherry Hill, NJ  
*Statewide travel required for work responsibilities.*

**NUMBER OF POSITIONS AVAILABLE:** One (1) – Location preference required for consideration.

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

**DUTIES:** Under the direction of the Deputy Director of DCR, the legal specialist will review evidence obtained during the investigation to determine whether there is or is not probable cause to find that a violation of the LAD or FLA occurred and draft a well-written legal analysis; based on an in-depth, comprehensive review of the submissions of the parties, draft a well-written legal analysis addressing the merits of motions; based on an in-depth and comprehensive review of the hearing record and the recommended decision of the Administrative Law Judge, draft a well-written final order to be issued by the Director; conduct related legal research to ensure that all of DCR's determinations and findings are legally sound and based on consideration of relevant evidence; work with enforcement staff to determine what legally relevant evidence is needed throughout the investigation; evaluate the merits of complaints and defenses based the submissions of the parties, including the complaint, answer and position statement; and perform 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, 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:** Appointees will be required to possess a driver's license valid in New Jersey.

**PREFERENCE:** Preference will be given to applicants who can demonstrate commitment to, knowledge of, and experience in state or federal civil rights' laws; a strong commitment to a New Jersey free of discrimination and bias-based harassment; excellent legal research and writing skills; ability to analyze complex legal problems and recommend and implement effective solutions. Preference will also be given to applicants who possess a 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.

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.

***If qualified, please send a cover letter indicating interest in job vacancy announcement #22-339 with desired location preference and a current resume on or before the closing date of August 12, 2022 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.

