



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
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SHEILA Y. OLIVER
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WILLIAM H. CRANFORD
Chief Administrative Officer

July 15, 2022
NOTICE OF JOB VACANCY
#22-340

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
Strategic Initiatives and Enforcement 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), Fair Chance in Housing Act (FCHA) the New Jersey Family Leave Act (FLA) and preventing and eliminating discrimination and bias-based harassment in New Jersey.

DUTIES: Under direction of the Chief of Strategic Initiatives and Enforcement, the Legal Specialist will develop investigative strategies for proactive enforcement serving to protect the civil rights of all New Jersey residents. This includes conducting investigations to assess possible violations of the Law Against Discrimination, Fair Chance in Housing Act and Family Leave Act or other civil rights statutes handled by the section, including conducting legal and factual research, interviewing witnesses, analyzing data and evidence, and making recommendations as to how and whether to bring enforcement litigation; preparing legal briefs and memoranda, preparing and responding to discovery requests, conducting extensive document review, identifying and working with expert witnesses, preparing witnesses and participating in depositions; preparing for and participating in settlement negotiations preparing and negotiating the terms of proposed consent decrees and settlements; monitoring and enforcing compliance with judgments, settlement agreements and consent decrees; reviews and recommends litigation for intervention or amicus participation; works with DAG's and the Division of Law on director-initiated investigations; works with an Investigator 3 to develop and coordinate civil rights investigations; coordinate as necessary in the execution of the above duties with other local, state and federal agencies and partners; 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 have experience in civil litigation and case investigations who can also demonstrate strong knowledge of, commitment to, and experience in civil rights laws enforced by the Division and/or other federal and state civil rights' laws; a strong commitment to New Jersey free of discrimination; excellent communication skills, both orally and in writing; ability to promote the mission and vision of the Division, set and attain goals, think creatively and innovatively, and plan strategically; a demonstrated ability to lead, plan, organize, and direct timely and effective outcomes; ability to analyze complex legal problems and recommend and implement effective solutions.

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 #22-340 with desired location preference and a current resume on or before the closing date of August 26, 2022 to:

Recruitment Coordinator:
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.

