



## 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*

**August 8, 2022**  
**NOTICE OF JOB VACANCY**  
**#22-426**

Temporary employment services opportunities currently exist with the Department of Law and Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

**TITLE:** Special Services (Hourly Intake Legal Specialist)

**SALARY:** \$30.00 per hour - 20 hours per week

**LOCATION:** Division on Civil Rights  
140 East Front Street  
Trenton, NJ 098625

*Some Statewide travel may be required for work responsibilities*

**NUMBER OF POSITIONS AVAILABLE:** Two (2)

**DUTIES:** Under the direction of a supervisory official at the Division on Civil Rights, the intake Legal Specialist will provide accurate and complete information to callers and walk-in constituents about DCR's complaint-filing procedures and jurisdiction, and conducts screening interviews to determine jurisdiction under the Law Against Discrimination, standing, and timeliness of potential complaints; accurately summarizes in writing information received from potential complainants regarding allegations of discrimination, harassment, or retaliation; drafts legal complaints and amended complaints; documents and maintains required records regarding complaints accepted and rejected, and performs additional intake duties as needed. The Legal Specialist will be required to use DCR's online case management system, NJBIAS, to actively move many complaints forward at the same time, tailoring all complaints only to allegations relevant to the particular legal claim at issue; performs 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, 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.

**NOTE:** The legal specialist may be a full-time law school student working for the State on a limited, part-time basis or during periods when law school is not in session.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey.

**PREFERENCE:** Preference will be given to applicants who demonstrate commitment to the civil rights laws enforced by DCR and a New Jersey free of discrimination. Preference will also be given to achievements and demonstrated success in performance at prior jobs.

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 #22-426 and a current resume on or before the closing date of September 8, 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

