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Governor

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Lt. Governor

State of New Jersey
STATE ETHICS COMMISSION
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August 8, 2022
NOTICE OF JOB VACANCY
#22-440

Temporary employment services opportunities currently exist with the State Ethics Commission, which is in, but not of, the Department of Law and Public Safety, for interested applicants who meet the requirements specified below:

TITLE: Special Services (Hourly Legal Specialist)

SALARY: \$40.00 per hour

LOCATION: State Ethics Commission
225 East State Street
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: Three (3)

DUTIES: As assigned, investigates allegations of violations of the New Jersey Conflicts of Interest Law, N.J.S.A. 52:13D-12 et seq.; drafts reports concerning investigations; performs legal research and analysis in connection with investigations, requests for advice, and other matters addressed by the Commission; 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 fulltime law school student working for the state on a limited part-time basis or during periods when law school is not in session.

LICENSE: Appointee 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.

SPECIAL NOTE: Special Services positions are filled on a part-time, temporary basis during normal business hours. Candidates appointed to a Special Services title will be limited to 944 work hours in a fiscal year.

PREFERENCE: Preference will be given to applicants with a Juris Doctorate (J.D.).

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 #22-440 and a current resume on or before the closing date of September 8, 2022 to:

Shanna Cook, Administrative Assistant
State Ethics Commission
P.O. Box 082
Trenton NJ 08625-082
Fax: (609) 633-9252
Email: Shanna.Cook@ethics.nj.gov

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 State Ethics Commission 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.