



State of New Jersey

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

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Governor

SHEILA Y. OLIVER
Lt. Governor

MATTHEW J. PLATKIN
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WILLIAM H. CRANFORD
Chief Administrative Officer

May 17, 2023
NOTICE OF JOB VACANCY
#23-231

Opportunities currently exist in the unclassified service with the Department of Law & Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

TITLE: Legal Specialist

SALARY: \$100,000.00

LOCATIONS: [Division on Civil Rights](#)
Legal Unit
Trenton, Cherry Hill, Newark, or Atlantic City, NJ
Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: Three (3) – Location preference required.

The N.J. Division on Civil Rights (DCR) is charged with enforcing the New Jersey Law Against Discrimination (LAD), New Jersey Family Leave Act (FLA), and Fair Chance in Housing Act (FCHA). DCR has a team of investigators and legal specialists who investigate, process, and issue findings on complaints of discrimination and bias-based harassment.

DUTIES: Under the direction of the Director, Deputy Director, Chief Legal Specialist and the Chief of Investigations, the Legal Specialist will evaluate the merit of complaints of violations of the LAD and FLA and, working with a team of investigators, guide the investigative process to ensure that cases are efficiently and correctly processed and decided and that agency determinations are legally correct and based on a review of relevant evidence. The Legal Specialist will be responsible for actively managing a full docket, moving many investigations forward at the same time, with limited supervision, using DCR's online case management system. Based on an evaluation of the potential merits of the case, the Legal Specialist must craft an investigative plan that identifies evidence needed to make a determination and must work closely with investigative staff to execute the investigative plan. The Legal Specialist must be able to identify cases that warrant a full investigation and/or may present a potential pattern or practice of discrimination and allocate staff resources accordingly.

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 disqualification.

SAME APPLICANTS: If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated above. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

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

HOW TO APPLY: If qualified, please send a cover letter indicating interest in job vacancy announcement #23-231 with desired location preference and a current resume to the Recruitment Coordinator via email at LPS.Humanresources@njoag.gov on or before the closing date of **June 17, 2023**.

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.

