



# 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  
*Attorney General*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

June 6, 2023

## NOTICE OF JOB VACANCY #23-310

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Office of the Attorney General, for applicants who meet the requirements specified below:

**TITLE:** Legal Specialist  
**SALARY:** \$95,000.00  
**LOCATION:** Office of the Attorney General  
Office of Justice Data  
25 Market Street, 8th Floor  
Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under direction of the Chief Data Officer or other supervisory official in the Office of Justice Data (OJD), designs and implements data collection protocols to acquire novel data through valid, industry-recognized methods, including but not limited to surveys, focus groups, and interviews, and assists with subsequently analyzing and reporting on the findings; conducts statistical work in a variety of subject matters; implements research projects and/or data models; produces data dashboards, evaluation reports and visual aids and identify trends and patterns using historical data; independently, or as part of a team, develops strategies and solutions for addressing immediate and ongoing information needs with an emphasis on using information to solve problems and to improve programs, processes, services, systems, and operations; researches, gathers, compiles, and analyzes structured and unstructured data from existing and novel sources; conducts and interprets descriptive statistical analyses using appropriate software to test research hypotheses and to formulate conclusions and recommendations; prepares research, statistical, and ad-hoc reports including verbal, written, or graphical presentations of findings; presents research findings to include discussion of potential implications; analyzes complex written and numerical data regarding general governmental and organizational problems; develops and evaluates alternatives, recommendations, solutions, and conclusions or approaches to research problems; adapts and applies formal research methods and principles to research problems; designs and validates studies while analyzing the accuracy of data collected; analyzes quantitative and qualitative data to reach sound conclusions and/or make recommendations; identifies improvements, originates and develops new solutions which depart from traditional and existing patterns; identifies required data, information, materials, and resources needed to complete/perform a project; reasons logically and creatively and uses a variety of analytical techniques to resolve or provide information regarding complex research and data problems; consults with and advises administrators or other interested parties on a wide variety of subject-matter areas; recognizes when issues, activities, and/or decisions need to be elevated to management, and communicates this information effectively to others; will be required to learn how to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units; provides guidance as to the nature and substance of the various statutes and regulations covering the responsibilities of the employing state entity;; provides litigation and other support as requested by the Attorney General; distributes relevant legal decisions, requests for public records, and other legal communications and information; develops legal or policy questions to raise with the Department of Law and Public Safety; prepares clear, accurate, and informative reports on department legislative and regulatory matters containing findings, conclusions, and recommendations; analyzes and performs research into state and/or federal legislation pertaining to department programs, functions and procedures, and prepares reports thereon; does research into court decisions, and court cases which affect the work of the department;; reviews department rules, regulations, and procedures for correctness and prepares digest thereof; assists in liaison work with the Legislature, the Governor's Office, the Attorney General's Office and with other state and local government officials and employees in pertinent matters; prepares correspondence; does related work 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.

**PREFERENCE:** Preference will be given to applicants with at least one (1) year of experience involving the collection, manipulation, and visualization of quantitative or geospatial data

**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.

**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](mailto: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 #23-310 and a current resume to the Recruitment Coordinator via email at [LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov) on or before the closing date of **June 20, 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.

