



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Attorney General

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Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

June 30, 2023 NOTICE OF JOB VACANCY #23-413

An opportunity currently exists 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
(Mediator)

SALARY: \$100,000.00

LOCATION: [Division on Civil Rights](#)
Alternative Dispute Resolution Unit
Trenton, Cherry Hill, Newark, or Atlantic City, NJ

NUMBER OF POSITIONS AVAILABLE: One (1) – 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 and the Lead Mediator, the mediator will be responsible for mediating a high volume of disputes involving allegations of discrimination in employment, public accommodations, and housing, as well as violations of the NJ Family Leave Act. The mediator will be responsible for all aspects of the mediation process, including, but not limited to, scheduling; pre-mediation preparation; creating and negotiating settlement agreements, which may include relief for the harmed parties, injunctive relief, and penalties sought by DCR; tracking cases; and assessing damage claims. The mediator will be required to use DCR's case management system, and may be required to conduct mediations virtually.

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 demonstrate a strong knowledge of, commitment to, and experience with the laws enforced by DCR and/or federal and state civil rights laws, and a commitment to a New Jersey free of discrimination; demonstrated ability to successfully mediate cases involving complex and interrelated issues and/or an unusual degree of intractability on the part of one or more parties; strong knowledge of and demonstrated experience with planning, implementing, and evaluating successful alternative dispute resolution programs; excellent oral and written communication skills. 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 #23-413 with location preference and a current resume to the Recruitment Coordinator via email at jobs@njoag.gov on or before the closing date of **July 30, 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.

