



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
Attorney General

SHEILA Y. OLIVER
Lt. Governor

ERIN ZIPPEL
Chief Administrative Officer

September 1, 2023 NOTICE OF JOB VACANCY #23-521

A temporary employment services opportunity currently exists with the Department of Law and Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

TITLE: Special Services (Hourly Dispute Resolution Specialist 1)

SALARY: \$41.90 to \$47.82 per hour - 21 hours per week

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

NUMBER OF POSITIONS AVAILABLE: One (1) – Location preference required for consideration.

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

DUTIES: Under close supervision of a higher level supervisory official in a state department, acts as an arbitrator, case evaluator, conciliator, facilitator, fact-finder, mediator, or negotiator and is responsible for designing and developing processes and systems for particular contexts or types of disputes. Designs and administers training programs; assesses situations for appropriate alternative dispute resolution (ADR) intervention; develops, implements, and monitors dispute resolution programs; and promotes and encourages dispute resolution processes. Determines the most appropriate dispute resolution process for disputes referred from the courts or other government/public agencies. Conducts facilitations regarding the development of new rules and policies through consensus building; does related work as required. Please see the Civil Service Commission (CSC) job specification for additional information: <https://info.csc.state.nj.us/jobspec/21816.htm>.

REQUIREMENTS

EDUCATION: Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE: Two (2) years of experience in mediating litigation and public disputes and/or facilitating the development of new rules or policies through consensus building.

NOTE: Possession of a Juris Doctor's degree may be substituted for two (2) years of the required experience.

NOTE: Possession of a Master's degree in Dispute/Conflict Resolution may be substituted for one (1) year of the required experience.

LICENSE: Appointees 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 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 who have 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; and have 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 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, 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 #23-521 with desired location preference and a current resume to the Recruitment Coordinator via email at jobs@njoag.gov on or before the closing date of **October 1, 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.

