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Governor

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Lt. Governor

State of New Jersey
STATE ETHICS COMMISSION
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September 11, 2023
NOTICE OF JOB VACANCY
#23-576

An opportunity currently exists in the unclassified service 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: Legal Specialist

SALARY: \$90,000.00

LOCATION: State Ethics Commission
225 East State Street
Trenton, NJ 08625
(*Statewide travel required to perform job responsibilities.*)

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Executive Director, State Ethics Commission (Commission), or other supervisory official, 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.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey.

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.

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

If qualified, please send a cover letter indicating interest in job vacancy announcement #23-576 and a current resume on or before the closing date of September 25, 2023 to:

Shanna Cook, Executive Assistant
State Ethics Commission
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Trenton NJ 08625-082
Fax: (609) 633-9252
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