



## State of New Jersey

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*Governor*

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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**November 2, 2023**  
**NOTICE OF JOB VACANCY**  
**#23-653**

A temporary employment service 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 Intake Legal Specialist)

**SALARY:** \$30.00 per hour - 21 hours per week

**LOCATION:** [Division on Civil Rights](#)  
Legal Unit - Investigations  
Newark, Trenton, Cherry Hill, or Atlantic City, NJ

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

The Division on Civil Rights is charged with enforcing the New Jersey Law Against Discrimination, the New Jersey Family Leave Act, and the Fair Chance in Housing Act and preventing and eliminating discrimination and bias-based harassment in New Jersey.

**DUTIES:** Under the direction of a supervisory official at the Division on Civil Rights, the intake Legal Specialist will provide accurate and complete information to callers and walk-in constituents about DCR's complaint-filing procedures and jurisdiction, and conduct screening interviews to determine jurisdiction under applicable laws, standing, and timeliness of potential complaints; request additional documentation from Complainants to assist in determining jurisdiction; accurately summarize in writing information received from potential complainants regarding allegations of discrimination, harassment, or retaliation; draft legal complaints and amended complaints; document and maintain required records regarding complaints accepted and rejected; draft targeted document and information requests to be served on Respondents with Verified Complaints; and perform additional intake duties as needed. The Legal Specialist will be required to use DCR's online case management system, NJBIAS, to actively move many complaints forward at the same time, tailoring all complaints only to allegations relevant to the particular legal claim at issue; 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.

**NOTE:** The legal specialist may be a full-time law school student working for the State on a limited, part-time basis or during periods when law school is not in session.

**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 demonstrate commitment to the civil rights laws enforced by DCR and a New Jersey free of discrimination. Preference will also be given to achievements and demonstrated success in performance at prior jobs.

**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 below. You are also required to apply via the NJ CSC SAME website. 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 (609) 292-4144.

**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.

**HOW TO APPLY:** If qualified, please send a cover letter indicating interest in job vacancy announcement #23-653 with location preference and a current resume to the Recruitment Coordinator via email at [jobs@njoag.gov](mailto:jobs@njoag.gov) on or before the closing date of **December 2, 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.

