



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF STATE POLICE
POST OFFICE BOX 7068
WEST TRENTON, NJ 08628-0068
(609) 882-2000

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

MATTHEW J. PLATKIN
Attorney General

COLONEL PATRICK J. CALLAHAN
Superintendent

March 22, 2024
NOTICE OF JOB VACANCY
#EROC 02-24P

An opportunity currently exists within the Department of Law and Public Safety, Division of State Police, for applicants who meet the requirements listed below:

TITLE: Legal Specialist
SALARY: \$130,000.00
LOCATION: Employee Relations and Community Outreach Section
Community Outreach Bureau
Open Public Records Unit
Division Headquarters
West Trenton NJ 08628

NUMBER OF VACANCIES: One (1)

DUTIES: Under the direction of the Division of State Police Custodian of Records, performs confidential legal research, and administration in compliance with the New Jersey Open Public Records Act. Shall also act as liaison between the State Police, NJ Office of the Attorney General, County Prosecutor's Offices and all other departments and agencies in managing the intake and processing of incoming requests and communications.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with Juris Doctor (J.D.) or a Bachelor of Laws (L.L.B.) degree.

EXPERIENCE: Five (5) years of experience involving legal research, drafting of rules, responses, amendments, and/or the interpretation of statutes. Experience in Open Public Records Act legal research and drafting of responses will be considered a vital asset.

NOTE: Appointees currently matriculating in an accredited law school as an L.L.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 only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

RESUME NOTE: Eligibility determinations will be based upon information presented in the 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 will result in your ineligibility.

If interested, please send a cover letter indicating job vacancy number, copy of your transcript, which indicates the date your degree was conferred (required), and a current resume before the closing date of April 6, 2024 to:

NJSPResumes@njsp.gov

-OR-

*Lavonda Wright, Manager 2
Division of State Police
Office of Human Resources
PO Box 7068
W. Trenton, NJ 08628-0068*

The New Jersey Division of State Police 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. 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.



"An Internationally Accredited Agency"

*New Jersey Is An Equal Opportunity Employer
Printed on Recycled Paper and Recyclable*

