



State of New Jersey

ELECTION LAW ENFORCEMENT COMMISSION

ERIC H. JASO
Chairman

STEPHEN M. HOLDEN
Commissioner

MARGUERITE T. SIMON
Commissioner

Respond to:
P.O. Box 185
Trenton, New Jersey 08625-0185

(609) 292-8700
Website: <https://www.elec.nj.gov>

JEFFREY M. BRINDLE
Executive Director

JOSEPH W. DONOHUE
Deputy Director

DEMERY J. ROBERTS
Legal Director

STEPHANIE A. OLIVO
Compliance Director

EDWIN R. MATTHEWS
Legal Counsel

September 23, 2022 Notice of Job Vacancy Announcement # 2022-02

An opportunity currently exists in the unclassified service within the Election Law Enforcement Commission for applicants who meet the minimum requirements specified below:

TITLE: Government Representative 2 (Functional Title: Legal Administrator, Review and Investigations)

SALARY: \$105,000 - \$115,000

LOCATION: Election Law Enforcement Commission
25 South Stockton Street, 5th Floor
Trenton, NJ 08608

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the supervision of the Deputy Legal Director or Legal Director, will be responsible for ensuring the factual and legal sufficiency of all recommended allegations resulting from an investigation; will oversee the processes/procedures utilized during investigations; will assist in the review of reports prepared by Review and Investigations staff; will issue subpoenas and enforce subpoenas as necessary. Will perform other duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with a Juris Doctor. Admission to practice as an Attorney at Law in the State of New Jersey is required.

NOTE: Preference will be given to applicants with litigation 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 the essential duties of the position.

If interested in the above position, please send a cover letter, resume, legal writing sample (unedited by others), copy of your law school transcripts, and Certificate of Good Standing with the Supreme Court of New Jersey, via email by 4:00 pm on the closing date of November 3, 2022 to:

NJ Election Law Enforcement Commission
Email: Employment@elec.nj.gov
Subject Line: Government Representative 2

PARTISAN POLITICAL ACTIVITY PROHIBITED

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 Election Law Enforcement Commission 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.

Located at: 25 South Stockton Street, 5th Floor, Trenton, New Jersey