



## State of New Jersey

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Governor

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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Chief Administrative Officer

### January 4, 2024 NOTICE OF JOB VACANCY #24-014

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

**TITLE:** Dispute Resolution Specialist 1  
**SALARY:** \$78,926.30 to \$112,379.84  
**LOCATION:** [Division on Civil Rights](#)  
Community Relations Unit  
Trenton, Newark, Cherry Hill **or** Atlantic City, NJ  
(*Statewide travel required for work responsibilities*)

**NUMBER OF POSITIONS AVAILABLE:** One (1) – location preference required to be considered.

**DUTIES:** Under close supervision of the Director of Outreach and Community Relations, the Dispute Resolution Specialist 1 acts as the Lead Community Mediator and is responsible for responding in communities following major civil rights incidents, utilizing trauma-informed restorative justice practices, including complex community mediation, healing circles, and community dialogue with a mental health and equity lens. The Lead Community Mediator will co-lead community mediation-based initiatives throughout the state while supporting the team and agency initiatives; foster and maintain strong relationships with communities, local, county, and state government throughout New Jersey; develop programs responsive to the needs of diverse communities; provide high-quality presentations, workshops, trainings, and resources to members of the public; represent the Division at public forums and community events across the state; and perform related work as required. This position may also require non-traditional work hours, on an as needed basis, including evenings and weekends on short deadlines for certain assignments, with or without advance notice. Please see the Civil Service Commission (CSC) job specification for additional information at [Job Specification 21816 \(state.nj.us\)](#)

### **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.

**PREFERENCE:** Preference will be given to applicants with substantial experience in engaging in complex community mediation, de-escalation, violence prevention of community conflicts and disputes; peacebuilding, implementing trauma-informed, and restorative justice centered sustainable frameworks, strong relationships with community organizations working with people of color, LGBTQIA+ people, ethnic and religious minorities, people with disabilities, immigrants, and/or other Division stakeholders; proficiency explaining complicated concepts or legal concepts; strong project and program management skills; strong public speaking and presentation skills; strong diplomacy, listening, and people skills.

**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: [CSC-Same@csc.nj.gov](mailto:CSC-Same@csc.nj.gov), or call CSC at 609-292-4144, option 3.

**RESUME NOTE:** Eligibility determinations are 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 #24-014 and a current resume to the Recruitment Coordinator via email at [jobs@njoag.gov](mailto:jobs@njoag.gov).

**This announcement will remain open until the position is filled.**

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.

