



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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MATTHEW J. PLATKIN
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

May 19, 2023 NOTICE OF JOB VACANCY #23-332

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Consumer Affairs, for applicants who meet the requirements specified below:

TITLE: Legal Specialist

SALARY: \$90,000.00

LOCATION: [Division of Consumer Affairs](#)
Director's Office – Legislative & Regulatory Affairs Unit
124 Halsey Street
Newark, NJ 07102

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under supervision of the Director of Legislative and Regulatory Affairs (DLRA), in the Office of the Director, Division of Consumer Affairs, will analyze pending and enacted legislation affecting the Division, any of its numerous licensing boards, any of the businesses regulated by the Division, or consumers; obtain comments on the legislation from the affected board(s), the Division's Regulated Business Unit or the Office of Consumer Protection (OCP); draft bill analysis for submission by the Director to the Attorney General's Office of Legislative Affairs, including recommendations for amendments and a recommendation whether to support, oppose or be neutral; respond to questions about bill analysis or about amendments to bill; liaise with Executive Director of relevant board or boards or with appropriate OCP personnel for follow up. Under supervision of DLRA, attend meetings of assigned licensing boards and their regulatory committees, or interview OCP personnel, to understand the purpose and effect of amendments to regulations and new regulations sought by the boards or OCP; report and discuss with DLRA and Deputy Director, and, if appropriate, the Director, policy issues presented by the proposal; draft regulations and manage the review and approval process through the publication of a proposal; analyze, summarize, and prepare responses to comments about the proposal submitted by the public and any amendments to the proposal; manage the review and approval process through the publication of the adopted rule; does related work as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with Juris Doctor (J.D.) or a Bachelor of Law (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: Appointee currently matriculating in an accredited law school as an L.L.B. or JD 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.

PREFERENCE: Preference will be given to applicants with legal, legislative or regulatory experience in commercial transactions or consumer fraud matters.

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.

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 above. 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, or call CSC at (833) 691-0404.

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 #23-332 and a current resume to the Recruitment Coordinator via email at Recruit@dca.njoag.gov on or before the closing date of **June 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.

