



## State of New Jersey

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

PHILIP D. MURPHY  
*Governor*

TAHESHA L. WAY  
*Lt. Governor*

MATTHEW J. PLATKIN  
*Attorney General*

ERIN ZIPPEL  
*Chief Administrative Officer*

**January 29, 2024**  
**NOTICE OF JOB VACANCY**  
**#24-048**

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:** Legal Specialist

**SALARY:** \$100,000.00

**LOCATION:** [Division on Civil Rights](#)  
Policy Unit  
Trenton, Cherry Hill, Newark, or Atlantic City, NJ  
(*Statewide travel required for work responsibilities.*)

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

The N.J. Division on Civil Rights (DCR) is charged with enforcing the New Jersey Law Against Discrimination (LAD), New Jersey Family Leave Act (FLA), and Fair Chance in Housing Act (FCHA) and preventing and eliminating discrimination and bias-based harassment in New Jersey. The Policy Unit drafts guidance documents and regulations, drafts and advises on legislation, and issues policy reports on issues impacting the civil rights of New Jerseyans.

**DUTIES:** Under the direction of the Associate Director for Policy, Outreach and Community Relations and other supervisory officials in the Division, the Legal Specialist will develop policy, legal, legislative, and regulatory strategies to protect the civil rights of all New Jersey residents. Duties include researching and drafting proposed revisions to the LAD, FLA, and FCHA; researching and drafting proposed regulations and amendments to regulations in accordance with the policy objectives of DCR; conducting legal research and drafting publications, guidance documents, fact sheets, and reports regarding cutting-edge civil rights issues; working with the Community Relations Unit and the Education and Training Unit, as necessary, to prepare and give presentations; planning and participating in conferences, public hearings, listening sessions, and other public events; supervising interns working on policy initiatives; coordinating, as necessary, in the execution of the above duties with other local, state, and federal agencies and partners; will 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.

### **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, or 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.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey

**PREFERENCE:** Preference will be given to applicants with a J.D.; three (3) years of experience involving legal or legislative research, drafting of rules, regulations, or amendments, and/or the interpretation of statutes; strong knowledge of, commitment to, and experience in civil rights laws; exceptional writing skills; and experience analyzing complex policy and legal problems and recommending and implementing effective solutions.

**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. For more information on the SAME Program please email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.

**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 disqualification.

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 #24-048 with location preference and a current resume to the Recruitment Coordinator via email at [jobs@njoag.gov](mailto:jobs@njoag.gov).

**This announcement will remain open until all vacancies have been 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.

