



State of New Jersey

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ELECTION LAW ENFORCEMENT COMMISSION

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

(609) 292-8700

Website: www.elec.nj.gov/

AMANDA S. HAINES
Executive Director

JOSEPH W. DONOHUE
Deputy Director

STEPHANIA A. OLIVO
Compliance Director

EDWIN R. MATTHEWS
Legal Counsel

June 13, 2024
Notice of Job Vacancy
Announcement # 2024-03

Full-time, temporary vacancies currently exist in the unclassified service with the New Jersey Election Law Enforcement Commission for applicants who meet the requirements below:

TITLE: Project Support Specialist (Functional Title: Analyst)

SALARY: \$50,000 (X98) with full benefits package

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

NUMBER OF POSITIONS AVAILABLE: Four (4)

ANTICIPATED DURATION: 12 - 18 months

DUTIES: Review applications for public financing by gubernatorial candidates to determine eligibility for receipt of public matching funds; review reports for correctness, completeness, mathematical accuracy, and compliance with statutory and regulatory requirements. Provide assistance and information, via telephone and in-person, to candidates, treasurers, and members of the public concerning the Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1, et seq.), Commission Regulations (N.J.A.C. 19:25-1, et seq.), electronic filing programs (ELEC eFile) and other electronic methods of filing pursuant to mandatory electronic filing requirements and the ELEC website for regulatory guidance and assistance for searching disclosure reports.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

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 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.

If interested in the above position, please send a cover letter, resume, and copy of your qualifying transcripts (unofficial will be accepted) via email by 4:00 pm on the closing date of August 7, 2024 to:

NJ Election Law Enforcement Commission
Email: Employment@elec.nj.gov
Subject Line: Project Support Specialist

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.