



*State of New Jersey*

STATE ETHICS COMMISSION

PO BOX 082  
TRENTON, NJ 08625-0082  
[WWW.NJ.GOV/ETHICS](http://WWW.NJ.GOV/ETHICS)

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GOVERNOR

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LT. GOVERNOR

STEPHANIE A. BROWN, ESQ.  
CHAIR

CHRISTINA C. FULLAM, ESQ.  
EXECUTIVE DIRECTOR

August 8, 2024

**NOTICE OF JOB VACANCY  
#24-329**

An opportunity currently exists in the unclassified service with the State Ethics Commission, which is in, but not of, the Department of Law and Public Safety, for interested applicants who meet the requirements specified below:

**TITLE:** Legal Specialist (Assistant Compliance Officer)

**SALARY:** \$103,500.00

**LOCATION:** [State Ethics Commission](#)  
225 East State Street  
Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under the direction of a supervisory official and, in close consultation with the Ethics Compliance Officer, assists in the planning, organization and conducting of comprehensive ethics compliance audits of State agencies in the Executive Branch; assists in coordinating ethics compliance audits with agency Ethics Liaison Officers ("ELOs"); prepares compliance audit reports; assists in the provision of regular advice and training to State agencies to ensure compliance with the laws, regulations, codes, orders, procedures and determinations concerning the ethical standards for State employees/officers; assists in the creation, maintenance and coordination of procedures to ensure that all State officers and employees and special State officers and employees in State agencies in the Executive Branch comply fully with all ethics reporting and training requirements; assists in review and approval of Financial Disclosure forms, Conflict of Interest forms, Joint Venture forms and Attendance at Events forms; performs other related duties as required.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited law school with a Juris Doctor (J.D.) or Bachelor of Laws (LL.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:** 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 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 a J.D. and who have experience with the New Jersey Conflicts of Interest Law and Uniform Ethics Code.

**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 for experience and education will be based upon the resume and unofficial transcripts submitted at the time of application. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see [CSC foreign degree information](#)). Failure to do so may result in disqualification of your education towards eligibility.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

If qualified, please send a cover letter indicating interest in job vacancy announcement #24-329, a current resume and a copy of your final unofficial transcripts and/or foreign degree evaluation (for education credit) on or before the closing date of **August 22, 2024**, to:

Shanna Cook, Executive Assistant  
State Ethics Commission  
P.O. Box 082  
Trenton, NJ 08625-082  
Fax: (609) 633-9252  
Email: [Shanna.Cook@ethics.nj.gov](mailto:Shanna.Cook@ethics.nj.gov)