



State of New Jersey

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Lt. Governor

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Attorney General

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Chief Administrative Officer

September 25, 2024 NOTICE OF JOB VACANCY #24-371

Opportunities currently exist 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: \$115,000.00
LOCATION: [Division on Civil Rights](#)
Affirmative Enforcement Unit
Trenton, Cherry Hill, Newark, or Atlantic City, NJ
(*Statewide travel required for work responsibilities.*)

NUMBER OF POSITIONS AVAILABLE: Three (3) – Location preference required.

DUTIES: Under the direction of the Associate Director of Affirmative Enforcement and Deputy Associate Directors within the Affirmative Enforcement Unit, the Legal Specialist will initiate, develop, and carry out proactive investigations and enforcement actions to protect the civil rights of all New Jersey residents. The Legal Specialist will be responsible for selecting, planning, and conducting investigations to assess possible violations of the Law Against Discrimination, Fair Chance in Housing Act, New Jersey Family Leave Act, or other civil rights statutes. Duties also include, but are not limited to, conducting legal and factual research, interviewing witnesses, analyzing data and evidence, and making recommendations as to how and whether to bring affirmative enforcement litigation; drafting administrative complaints, and preparing and reviewing memoranda and legal briefs; preparing and responding to discovery requests, conducting extensive document review, identifying and working with expert witnesses, preparing witnesses, and participating in depositions; preparing for and participating in settlement negotiations, and preparing and negotiating the terms of proposed consent decrees and settlements; monitoring and enforcing compliance with judgments, settlement agreements and consent decrees; reviewing and recommending litigation for intervention or amicus participation; working with Deputy Attorneys General in the Division of Law on director-initiated investigations; working with investigators to develop and coordinate affirmative civil rights investigations; coordinating as necessary in the execution of the above duties with other local, state and federal agencies and partners; and performing other related duties as required.

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 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 who have demonstrated experience in civil litigation and case investigations; a strong knowledge of, commitment to, and experience in civil rights laws enforced by the Division and/or other federal and state civil rights' laws; a strong commitment to a New Jersey free of discrimination; excellent communication skills, both orally and in writing; an ability to lead, plan, organize, and direct timely and effective outcomes; and an ability to analyze complex legal problems and implement effective solutions.

SAME APPLICANTS: you are applying under the NJ "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 visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-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.

HOW TO APPLY: If qualified, please submit a cover letter indicating interest in job vacancy announcement #24-371, a current resume and a copy of your final unofficial transcripts and/or foreign degree evaluation (for education credit), to the Recruitment Coordinator via email at jobs@njoag.gov on or before the closing date of **October 25, 2024**.

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.

