



State of New Jersey

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

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

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Chief Administrative Officer

November 25, 2024 NOTICE OF JOB VACANCY #24-406

An opportunity 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 (Mediator)
SALARY: \$115,000.00
LOCATION: [Division on Civil Rights](#)
Alternate Dispute Resolution Unit
Trenton, Cherry Hill, Newark, or Atlantic City, NJ
(*Statewide travel required for work responsibilities.*)

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

DUTIES: Under the direction of the Director, Deputy Director and the Lead Mediator, the mediator will be responsible for mediating a high volume of disputes involving allegations of discrimination in employment, public accommodations, and housing, as well as violations of the NJ Family Leave Act. The mediator will be responsible for all aspects of the mediation process, including, but not limited to, scheduling; discussing complainant computations of damages, pre-mediation preparation and discussion; creating and negotiating settlement agreements, conveying relief requested, including injunctive and/or penalty relief sought by DCR and tracking cases. The mediator will be required to use DCR's case management system and will be required to conduct mediations virtually.

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 LLB 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 at least five years of full time experience out of law school, have attended mediation training, and have substantial volunteer and/or paid mediation experience; demonstrated ability to successfully mediate cases involving complex and interrelated issues and/or an unusual degree of intractability on the part of one or more parties; Preference will be given to applicants who demonstrate a strong knowledge of, commitment to, and experience with the laws enforced by DCR and/or federal and state civil rights laws, and a commitment to a New Jersey free of discrimination; demonstrated ability to successfully mediate cases involving complex and interrelated issues and/or an unusual degree of intractability on the part of one or more parties; excellent oral and written communication skills; an ability to lead, plan, organize, and direct timely and effective outcomes; and an ability to analyze complex legal problems and discuss effective solutions.. Preference will also be given to applicants who possess a J.D.

SAME APPLICANTS: If 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 #24-406, with desired location preference, 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 **December 31, 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.

