



## State of New Jersey

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*Governor*

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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*Chief Administrative Officer*

**March 20, 2023**  
**AMENDED NOTICE OF JOB VACANCY**  
**#23-193**

Temporary employment services opportunities currently exist with the Department of Law and Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

**TITLE:** Special Services (Hourly Intake Legal Specialist)

**SALARY:** \$50.00 per hour - 20 hours per week

**LOCATION:** [Division on Civil Rights](#)  
Legal Unit  
Trenton, Newark, Atlantic City, or Cherry Hill, NJ

**NUMBER OF POSITIONS AVAILABLE:** Five (5) – Location preference required for consideration.

The Division on Civil Rights (DCR) is charged with enforcing the New Jersey Law Against Discrimination, New Jersey Family Leave Act, and Fair Chance in Housing Act. DCR has a team of neutral investigators and legal specialists who investigate, process, and issue findings on complaints of discrimination and bias-based harassment.

**DUTIES:** Under limited supervision of the Chief of Investigations, Director and Deputy Director of DCR, the Legal Specialist will work to quickly and efficiently investigate cases under the New Jersey Law Against Discrimination (LAD) and New Jersey Family Leave Act (FLA). Will investigate complaints of discrimination and bias-based harassment, including by reviewing relevant documents, interviewing witnesses, and gathering evidence to determine whether there is probable cause to believe that the LAD or FLA has been violated. Duties will also include drafting an investigation plan that identifies relevant evidence to be obtained, including witnesses to interview, conducting the relevant interviews, and summarizing relevant information; gathering and evaluating documents and other physical evidence from the parties and summarizing relevant information learned from same; facilitating settlement discussions when appropriate, and drafting, editing, and reviewing settlement agreements; drafting administrative decisions including a summary of the investigation and thorough legal analysis, including legal research, and ensuring that assigned investigations and decisions are legally sound and correctly enforce the LAD and FLA. This position will be required to conduct investigations in a timely fashion with limited supervision and oversight, use DCR's online case management system (NJBIAS) to actively manage a caseload and move several investigations forward at the same time, and tailor all investigations only to what is relevant to the particular legal claim; performs 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, 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.

**NOTE:** The legal specialist may be a full-time law school student working for the State on a limited, part-time basis or during periods when law school is not in session.

**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 essential duties of the position.

**PREFERENCE:** Preference will be given to applicants who obtain a Juris Doctor (J.D.) or a Bachelor of Laws (L.L.B.) degree from an accredited law school.

**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 ineligibility.

**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](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

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 #23-193 with location preference and a current resume to the Recruitment Coordinator via email at [LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov) on or before the closing date of **May 20, 2023**.

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.

**This announcement has been amended to increase the number of vacancies and extend the closing date.**

