



## State of New Jersey

PHILIP D. MURPHY  
*Governor*

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN  
*Attorney General*

TAHESHA L. WAY  
*Lt. Governor*

ERIN ZIPPEL  
*Chief Administrative Officer*

### May 12, 2025 NOTICE OF JOB VACANCY #25-162

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

**TITLE:** Deputy Director, Division on Civil Rights

**SALARY:** \$172,500.00

**LOCATION:** [Division on Civil Rights](#)  
Director's Office  
140 East Front Street  
Trenton, NJ 08625

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

**DUTIES:** Under direction of the Director of the Division on Civil Rights, will oversee all enforcement actions to enforce the Law Against Discrimination, the New Jersey Family Leave Act, and the Fair Chance in Housing Act. The Deputy Director will oversee the Investigations Unit identify investigative actions for the Division to initiate, oversee a team responsible for investigating violations of the civil rights laws DCR enforces, and work with the Division on Law on any court actions related to the enforcement actions the unit initiates. The Deputy Director will be responsible for overseeing all management tasks relating to the investigations Unit, including hiring additional staff, managing the day-to-day operations of the Unit, and strategic planning for the Unit. The Deputy Director is charged with the responsibility of directing and coordinating the internal operations and administrative functions of the Division. In the Director's absence, the Deputy Director acts in his/her place with full authority and responsibility. He/she is responsible to and answerable to the Director; does related work as required.

### **REQUIREMENTS**

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

**EXPERIENCE:** Eight years of professional experience in social work counseling, education, labor relations work, including three years of experience directly involved in human relations work, such as investigating discriminatory practices, representing minority groups and/or social action work.

**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.

**HOW TO APPLY:** If qualified, please upload a cover letter indicating interest in job vacancy announcement #25-162, a current resume, and a copy of your final unofficial transcripts and/or foreign degree evaluation (for education credit), to the Recruitment Coordinator using the following [link](#) on or before the closing date of **May 16, 2025**. *Applications will not be accepted via email.*

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.

