



State of New Jersey

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Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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August 9, 2023
NOTICE OF JOB VACANCY
#23-520

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 Investigative Legal Specialist)

SALARY: \$50.00 per hour - 21 hours per week

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

NUMBER OF POSITIONS AVAILABLE: Two (2) – 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 the supervision of the Associate Director of Affirmative Enforcement or other supervisory official 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 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, 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 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.

SPECIAL NOTE: Special Services positions are filled on a part-time, temporary basis during normal business hours. Candidates appointed to a Special Services title will be limited to 944 work hours in a fiscal year.

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, 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 #23-520 with desired location preference and a current resume to the Recruitment Coordinator via email at jobs@njoag.gov on or before the closing date of **September 9, 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.

