



State of New Jersey

THOMAS H. PROL
Chairman

RYAN PETERS
Commissioner

NORMA R. EVANS
Commissioner

JON-HENRY BARR
Commissioner

ELECTION LAW ENFORCEMENT COMMISSION

Respond to:
P.O. Box 185
Trenton, New Jersey 08625-0185

(609) 292-8700

Website: www.elec.nj.gov/

JOSEPH W. DONOHUE
Acting Executive Director

STEPHANIE A. OLIVO
Compliance Director

AMANDA S. HAINES
Acting Legal Director

EDWIN R. MATTHEWS
Legal Counsel

May 9, 2024

Notice of Job Vacancy #2024-02

An opportunity currently exists in the unclassified service within the New Jersey Election Law Enforcement Commission for applicants who meet the requirements below:

TITLE: Legal Counsel, NJ ELEC (Functional Title: Legal Director)

SALARY: \$130,000.00 - \$140,000.00

LOCATION: Election Law Enforcement Commission
25 South Stockton Street, 5th Floor
Trenton, NJ 08608

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Executive Director, supervises the Commission's legal representation in the prosecution of campaign, gubernatorial public financing, lobbying and personal financial reporting violations; prepares official advisory opinions concerning questions of law arising under the Commission's jurisdiction; proposes and oversees promulgation of regulations; directs the work programs and staff engaged in legal activities and proceedings; provides legal advice to the Commission on matters concerning public business; does related work.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with Juris Doctor (J.D.) or a Bachelor of Laws (L.L.B.) degree.

EXPERIENCE: Six (6) years of experience involving the review, analysis, evaluation, and interpretation of statutory requirements in a business or government organization, including the audit and/or investigation of their application, and responsibility for enforcement, one (1) year of which shall have been in a supervisory capacity.

LICENSE: Appointee must be licensed to practice as an Attorney at Law in the State of New Jersey. **Note:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee, is necessary to perform the essential duties of the position.

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.

If interested in the above position, please send a cover letter, resume, writing sample, copy of your qualifying transcripts, and proof of admission to practice as an Attorney at Law in the State of New Jersey via email by 4:00 pm on the closing date of June 20, 2024 to:

NJ Election Law Enforcement Commission

Email: Employment@elec.nj.gov

Subject Line: Legal Counsel

PRIVATE PRACTICE AND PARTISAN POLITICAL ACTIVITY PROHIBITED

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.

Located at: 25 South Stockton Street, 5th Floor, Trenton, New Jersey