



*Philip D. Murphy*  
Governor

*Sheila Y. Oliver*  
Lt. Governor

**State of New Jersey**  
**STATE ETHICS COMMISSION**  
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Trenton, NJ 08625-0082  
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**January 6, 2023**  
**NOTICE OF JOB VACANCY**  
**#23-21**

Opportunities currently exist in the unclassified service with the State Ethics Commission, which is in, but not of, the Department of Law and Public Safety, for interested applicants who meet the requirements specified below:

**TITLE:** Legal Specialist

**SALARY:** \$77,700.00

**LOCATION:** State Ethics Commission  
225 East State Street  
Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** Two (2)

**DUTIES:** Under the direction of the Executive Director, State Ethics Commission (Commission), or other supervisory official, investigates allegations of violations of the New Jersey Conflicts of Interest Law, N.J.S.A. 52:13D-12 et seq.; drafts reports concerning investigations; performs legal research and analysis in connection with investigations, requests for advice, and other matters addressed by the Commission; 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 fulltime law school student working for the state on a limited part-time basis or during periods when law school is not in session.

**LICENSE:** Appointee 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 a Juris Doctorate (J.D.).

**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.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

***If qualified, please send a cover letter indicating interest in job vacancy announcement #23-21 and a current resume on or before the closing date of February 15, 2023 to:***

Shanna Cook, Administrative Assistant  
State Ethics Commission  
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Trenton NJ 08625-082  
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Email: [Shanna.Cook@ethics.nj.gov](mailto:Shanna.Cook@ethics.nj.gov)