



State of New Jersey

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

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ERIN ZIPPEL
Chief Administrative Officer

November 17, 2023
NOTICE OF JOB VACANCY
#23-661

Opportunities 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: Regulatory Officer 3
(Deputy Chief Legal Specialist)

SALARY: \$96,099.57 to \$137,348.82

LOCATION: [Division on Civil Rights](#)
Investigations Unit
Housing and Fair Chance Units
Trenton, Newark, Cherry Hill, or Atlantic City, NJ
Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: Two (2) – Location preference required.

The Division on Civil Rights is charged with enforcing the New Jersey Law Against Discrimination and preventing and eliminating discrimination and bias-based harassment in New Jersey. The Community Relations Unit seeks to prevent acts of discrimination and bias-based harassment through education and community engagement and to work directly with impacted communities after civil rights incidents occur.

DUTIES: Under the direction of the Director, Deputy Director, and Chief Legal Specialist, the Deputy Chief Legal Specialists are responsible for ensuring the timely and efficient resolution of complaints of discrimination, harassment, and retaliation in employment, housing, and places of public accommodation, supported by well-written, legally sound determinations. Responsibilities include providing guidance and leadership throughout the investigative process; maximizing the efficiency of the investigative process; overseeing the production of high-quality agency determinations, orders, and related documents; and monitoring, reviewing, and overseeing the performance of staff, including by establishing performance expectations, conducting performance reviews, and making recommendations on personnel issues. The Deputy Chief Legal Specialists are also responsible for reviewing certain final agency determinations and overseeing the investigation of some claims of systemic discrimination. One of the Deputy Chief Legal Specialists will be responsible for assisting in the management and operation of the Housing and Fair Chance units. The other Deputy Chief Legal Specialist will be responsible for assisting in the management and operation of the staff responsible for addressing employment, public accommodations, and Family Leave Act cases. The Deputy Chief Legal Specialists will also make recommendations on legal matters to the Director, Deputy Director, and Chief Legal Specialist and will perform other duties as required and as requested. This position may also require non-traditional work hours, on an as-needed basis, including evenings and weekends on short deadlines for certain assignments, with or without advance notice.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with a Juris Doctor (J.D.) Degree. Appointee must be eligible to practice as an Attorney-At-Law in the State of New Jersey.

EXPERIENCE: Four (4) years of experience in conducting legal research, analyzing and evaluating legal documents, rules, regulations, and/or legislation, or the review and analysis of regulatory matters in a government agency; or four (4) years of experience as an attorney, three (3) of which must have been in conducting legal research, analyzing and evaluating legal documents, rules, regulations, and/or legislation, or the review and analysis of regulatory matters in a government agency.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey.

Appointee must possess a current Certificate of Good Standing issued by the New Jersey Board of Bar Examiners, or other license to practice law issued by any state in the United States.

PREFERENCE: Preference will be given to applicants who can demonstrate a strong knowledge of, commitment to, and experience with the civil rights laws enforced by the Division and/or federal and state civil rights' laws.

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. You are also required to apply via the NJ CSC SAME website. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-Same@csc.nj.gov, or call CSC at 609-292-4144, option 3.

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 disqualification.

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 #23-661 with location preference, a copy of your Certificate of Good Standing with the Supreme Court of NJ and a current resume to the Recruitment Coordinator via email at jobs@njoag.gov.

This announcement will remain open until all vacancies are filled.

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.

