



State of New Jersey

PHILIP D. MURPHY
Governor

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Administrator

January 11, 2019
NOTICE OF JOB VACANCY
#19-02

Opportunities currently exist in the unclassified service with the Department of Law & Public Safety, Division on Civil Rights, for applicants who meet the requirements listed below:

- TITLE:** Legal Specialist
- SALARY:** \$50,000.00 to \$110,000.00
- LOCATION:** Division on Civil Rights
31 Clinton St, Third Floor
Newark, NJ

NUMBER OF POSITIONS AVAILABLE: Three (3)

DUTIES: Under supervision of the Director of the Division on Civil Rights (DCR), or other supervisory official within the Department of Law and Public Safety, will develop legal, regulatory, and policy strategies to protect the civil rights of all New Jersey residents. This includes researching and drafting proposed revisions to the NJ Law Against Discrimination (NJLAD) and the NJ Family Leave Act; researching and drafting proposed regulations and amendments to regulations in accordance with the policy objectives of DCR; conducting legal research and drafting publications, guidance documents, fact sheets, and reports regarding cutting-edge civil rights issues; working closely with investigators on director-initiated investigations to protect the civil rights of New Jersey residents; preparing and giving training presentations to employers, community groups, nonprofit organizations, and New Jersey residents and planning and participating in conferences, public hearings, listening sessions, and other public events; supervising interns working on legal and policy initiatives; reviewing and analyzing court cases under the NJLAD and making recommendations regarding DCR's participation in same; working with other Divisions within the Department of Law and Public Safety as well as with other state agencies on coordinated efforts to combat discrimination in New Jersey; doing related work 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.

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 required to perform the essential duties of the position.

PREFERENCE: 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 New Jersey free of discrimination; excellent communication skills, both orally and in writing; ability to promote the mission and vision of the Division, set and attain goals, think creatively and innovatively, and plan strategically; a demonstrated ability to lead, plan, organize, and direct timely and effective outcomes; ability to analyze complex legal problems and recommend and implement effective solutions.

RESUME NOTE: Eligibility determinations will be based upon information presented on Resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating its U.S. equivalency prior to the closing date. Failure to do so will result in disqualification.

If interested, please send a cover letter indicating job vacancy #19-02, a writing sample unedited by others, and a current resume on or before the closing date of January 31, 2019 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Office of the Attorney General
P.O. Box 081, Trenton, NJ 08625-0085

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.

