



State of New Jersey

RONALD DEFILIPPIS
Chairman

STEPHEN M. HOLDEN
Commissioner

ERIC H. JASO
Commissioner

ELECTION LAW ENFORCEMENT COMMISSION

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

(609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)

Website: <http://www.elec.state.nj.us/>

JEFFREY M. BRINDLE
Executive Director

JOSEPH W. DONOHUE
Deputy Director

DEMERY J. ROBERTS
Legal Director

STEPHANIE A. OLIVO
Compliance Director

EDWIN R. MATTHEWS
Legal Counsel

MAY 4, 2017
NOTICE OF JOB VACANCY
#17-118

Unclassified, full-time temporary vacancies exist with the Election Law Enforcement Commission for interested applicants who meet the below requirements:

TITLE: Project Support Specialist (Functioning Title: Analyst)

SALARY: Range X98 (\$45,000.00) with State Benefits package.

NUMBER OF POSITIONS AVAILABLE: Two (2) **ANTICIPATED START DATE:** June 2017

ANTICIPATED DURATION: 12 months

DUTIES: Review applications for public financing by gubernatorial candidates to determine eligibility for receipt of public matching funds; review reports for correctness, completeness, mathematical accuracy, and compliance with statutory and regulatory requirements. Provide assistance and information (via telephone or in-person) to candidates, treasurers, and members of the public concerning the public financing provisions of the Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1, et seq.), Commission Regulations (N.J.A.C. 19:25-1, et seq.), and Commission Advisory Opinions.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. There is no substitution of experience for education. Applicants must possess a Bachelor's degree to be eligible for consideration. A copy of your degree or transcript must be submitted with your resume. Unofficial transcripts will be acceptable at this time.

RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating equivalency prior to the closing date. Failure to do so will result in your ineligibility.

If you are qualified and interested in one of these positions, please submit cover letter, resume and copy of degree/transcript via email only indicating job vacancy "Analyst" to Employment@elec.nj.gov by 5:00 pm on the closing date of May 24, 2017. Incomplete packages will not be considered.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity of staff. We strongly encourage people from all groups and communities to apply.

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.