



## State of New Jersey

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

PHILIP D. MURPHY  
*Governor*

TAHESHA L. WAY  
*Lt. Governor*

MATTHEW J. PLATKIN  
*Attorney General*

ERIN ZIPPEL  
*Chief Administrative Officer*

### September 19, 2024 NOTICE OF JOB VACANCY #24-365

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:** Legal Specialist

**SALARY:** \$115,000.00

**LOCATIONS:** [Division on Civil Rights](#)

Housing Unit

Trenton, Cherry Hill, Newark, or Atlantic City, NJ

*(Statewide travel required for work responsibilities.)*

**NUMBER OF POSITIONS AVAILABLE:** Three (3) – Location preference required.

**DUTIES:** Under limited supervision of the Deputy Chief Legal Specialist, Director and Deputy Director of DCR, the Legal Specialist will work to quickly and efficiently investigate cases under the New Jersey Law Against Discrimination (LAD) and the Fair Chance in Housing Act (FCHA). The Legal Specialist will investigate complaints of discrimination and bias-based harassment, including by reviewing relevant documents, interviewing witnesses, and gathering evidence to determine whether there is probable cause to believe that the LAD has been violated. Duties will also include drafting an investigation plan that identifies relevant evidence to be obtained, including witnesses to interview, conducting the relevant interviews, and summarizing relevant information; gathering and evaluating documents and other physical evidence from the parties and summarizing relevant information learned from same; facilitating settlement discussions when appropriate, and drafting, editing, and reviewing settlement agreements; drafting administrative decisions including a summary of the investigation and thorough legal analysis, including legal research, and ensuring that assigned investigations and decisions are legally sound and correctly enforce the LAD; and performing other related duties as requires. This position will be required to conduct investigations in a timely fashion with limited supervision and oversight, use DCR's online case management system (NJBIAS) to actively manage a caseload and move several investigations forward at the same time, and tailor all investigations only to what is relevant to the particular legal claim;

#### **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, or 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.

**PREFERENCE:** Preference will be given to applicants who obtain a Juris Doctor (J.D.) or a Bachelor of Laws (L.L.B.) degree from an accredited law school

**SAME APPLICANTS:** If you are applying under the NJ "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. For more information on the SAME Program please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or call CSC at (609) 292-4144, option 3.

**RESUME NOTE:** Eligibility determinations for experience and education will be based upon the resume and unofficial transcripts submitted at the time of application. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see [CSC foreign degree information](#)). Failure to do so may result in disqualification of your education towards eligibility.

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 submit a cover letter indicating interest in job vacancy announcement #24-365, a current resume and a copy of your final unofficial transcripts and/or foreign degree evaluation (for education credit), to the Recruitment Coordinator via email at [jobs@njoag.gov](mailto:jobs@njoag.gov) on or before the closing date of **October 19, 2024**.

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.

