



State of New Jersey

PHILIP D. MURPHY
Governor

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 080
TRENTON, NJ 08625-0081

GURBIR S. GREWAL
Attorney General

SHEILA Y. OLIVER
Lt. Governor

JENNIFER E. FRADEL
Administrator

January 11, 2019
NOTICE OF JOB VACANCY
#19-20

A promotional opportunity currently exists in the unclassified service with the Department of Law & Public Safety for current Division on Civil Rights employees who meet the requirements listed below:

- TITLE: Legal Specialist
SALARY: \$50,000.00 to \$110,000.00
LOCATION: Division on Civil Rights
140 East Front Street
Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

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, works closely with investigators and supervising investigators to assess complaints and answers in cases alleging discrimination in employment, housing and places of public accommodation in violation of the New Jersey Law Against Discrimination (LAD) and New Jersey Family Leave Act (FLA), in light of established legal standards and principles; ensures investigations closely track the elements of the legal claim(s) at issue; answers legal and investigatory questions throughout an investigation, especially investigations that raise complex or systemic issues or pattern and practices of discrimination in employment or housing discrimination; reviews, recommends, and drafts final case dispositions for submission to the Director; creates and implements internal training and professional development activities for DCR investigators regarding the LAD, including substantive trainings focused on the elements of claims that fall within DCR's jurisdiction and skills trainings that focus on the skills investigators need to conduct investigations across issue areas; does 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: Preference will be given to applicants who can demonstrate strong knowledge of, commitment to, and experience with the civil rights laws enforced by the Division and a commitment to a New Jersey free of discrimination; prior experience in leading major civil rights investigations; ability to promote the mission and vision of the Division, set and attain goals, create a clear sense of purpose, manage change, be creative and innovative, and plan strategically; a demonstrated ability to lead, plan, organize, and direct members of a team to achieve timely and effective outcomes; ability to analyze complex legal problems and recommend and/or implement effective courses of action; ability to make independent, appropriate, ethical decisions regarding difficult and/or highly sensitive matters.

RESUME NOTE: Eligibility determinations will be based upon proof of degree submitted. 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 #19-20, a writing sample unedited by others, and a current resume on or before the closing date of January 25, 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.

