



State of New Jersey

ELECTION LAW ENFORCEMENT COMMISSION

ERIC H. JASO
Chairman

STEPHEN M. HOLDEN
Commissioner

MARGUERITE T. SIMON
Commissioner

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

**June 30, 2020
Notice of Job Vacancy
#20-172**

Full-time, temporary vacancies currently exist in the unclassified service with the New Jersey Election Law Enforcement Commission for applicants who meet the requirements below:

TITLE: Project Support Specialist (Functional Title: Analyst)

SALARY: \$45,000.00 (X98) with State benefits package

LOCATION: Election Law Enforcement Commission
25 South Stockton Street, 5th Floor
Trenton, NJ 08608

NUMBER OF POSITIONS AVAILABLE: Five (5)

ANTICIPATED DURATION: 18 - 24 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 and 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.

LICENSE: Appointees 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 necessary to perform the essential duties of the position.

If qualified, please send a cover letter, resume, and a copy of your transcript (may be unofficial at this time) via email by 4:00 pm on the closing date of July 28, 2020 to:

NJ Election Law Enforcement Commission
Email: Employment@elec.nj.gov
Subject Line: Project Support Specialist

PARTISAN POLITICAL ACTIVITY PROHIBITED

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.