



## State of New Jersey

PHILIP D. MURPHY  
*Governor*

TAHESHA L. WAY  
*Lt. Governor*

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

MATTHEW J. PLATKIN  
*Attorney General*

ERIN ZIPPEL  
*Chief Administrative Officer*

### June 6, 2024 NOTICE OF JOB VACANCY #24-239

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

**TITLE:** Regulatory Officer 3  
(Deputy Chief Legal Specialist)

**SALARY:** \$99,463.05 to \$142,156.08

**LOCATION:** [Division on Civil Rights](#)  
Investigations Unit  
Trenton, Newark, Cherry Hill or Atlantic City, NJ

**NUMBER OF POSITIONS AVAILABLE:** One (1) – Location preference required.

**DUTIES:** Under the direction of the Director, Deputy Director, and Chief Legal Specialist, the Deputy Chief Legal Specialist is responsible for ensuring the timely and efficient resolution of complaints of discrimination, harassment, and retaliation in employment, housing, and places of public accommodation. Responsibilities include providing guidance and leadership during the investigation, conciliation, and litigation process; overseeing and maximizing the efficiency of the conciliation and litigation process for complaints on which the Division has issued a Finding of Probable Cause, in coordination with the Division of Law; overseeing the production of high-quality agency determinations, orders, and related documents; and monitoring, reviewing, and overseeing the performance of staff, including by establishing performance expectations, conducting performance reviews, and making recommendations on personnel issues. The Deputy Chief Legal Specialist will be responsible for assisting in the management and operation of DCR's Alternative Dispute Resolution Unit including oversight over the terms, execution, and monitoring of Consent Orders and similar settlement agreement. The Deputy Chief Legal Specialist is also responsible for reviewing certain final agency determinations and overseeing the investigation of some claims of systemic discrimination. The Deputy Chief Legal Specialist will also make recommendations on legal matters and litigation strategy to the Director, Deputy Director, and Chief Legal Specialist and will perform other duties as required and as requested. This position may also require non-traditional work hours, on an as needed basis, including evenings and weekends on short deadlines for certain assignments, with or without advance notice. Please see the Civil Service Commission (CSC) job specification for additional information: <https://info.csc.state.nj.us/jobspec/61649.htm>.

### **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited law school with a Juris Doctor (J.D.) Degree. Appointee must be eligible to practice as an Attorney-At-Law in the State of New Jersey.

**EXPERIENCE:** Four (4) years of experience in conducting legal research, analyzing and evaluating legal documents, rules, regulations, and/or legislation, or the review and analysis of regulatory matters in a government agency; or four (4) years of experience as an attorney, three (3) of which must have been in conducting legal research, analyzing and evaluating legal documents, rules, regulations, and/or legislation, or the review and analysis of regulatory matters in a government agency.

**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.

Appointee must possess a current Certificate of Good Standing issued by the New Jersey Board of Bar Examiners, or other license to practice law issued by any state in the United States. A copy must be submitted with your resume.

**PREFERENCE:** Preference will be given to applicants who can demonstrate a strong knowledge of, commitment to, and experience with the civil rights laws enforced by the Division and/or federal and state civil rights' laws and applicants who can demonstrate strong prior experience in civil litigation or enforcement.

**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 to the Recruitment Coordinator via email at [jobs@njoag.gov](mailto:jobs@njoag.gov) indicating interest in job vacancy announcement #24-239, a current Certificate of Good Standing issued by the New Jersey Board of Bar Examiners, or other license to practice law issued by any state in the United States, and a copy of your final unofficial transcripts and/or foreign degree evaluation, (for education verification) on or before the closing date of **July 6, 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.

