



# State of New Jersey

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*Governor*

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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## July 5, 2024 NOTICE OF JOB VACANCY #24-285

A temporary employment services opportunity currently exists with the Department of Law and Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

**TITLE:** Special Services  
(Hourly Dispute Resolution Specialist 1)

**SALARY:** \$43.37 to \$61.75 per hour

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

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

**DUTIES:** Under close supervision of a higher level supervisory official in a state department, acts as an arbitrator, case evaluator, conciliator, facilitator, fact-finder, mediator, or negotiator and is responsible for designing and developing processes and systems for particular contexts or types of disputes. Designs and administers training programs; assesses situations for appropriate alternative dispute resolution (ADR) intervention; develops, implements, and monitors dispute resolution programs; and promotes and encourages dispute resolution processes. Determines the most appropriate dispute resolution process for disputes referred from the courts or other government/public agencies. Conducts facilitations regarding the development of new rules and policies through consensus building; does related work as required.

### REQUIREMENTS

**NOTE:** Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Six (6) years of professional experience in mediating litigation and public disputes and/or facilitating the development of new rules or policies through consensus building.

**OR**

Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.

**OR**

Possession of a Master's degree from an accredited college or university in Dispute/Conflict Resolution; and one (1) year of the above-mentioned professional experience.

**OR**

Possession of a Juris Doctor's degree.

**NOTE:** "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

**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 essential duties of the position.

**SPECIAL NOTE:** Special Services positions are filled on a part-time, temporary basis, during normal business hours. Candidates appointed to a Special Services title will be limited to 944 work hours in a fiscal year.

**PREFERENCE:** Preference will be given to applicants who have who possess a J.D with at least five years of full-time experience out of law school: have attended mediation training and have substantial volunteer and/or paid mediation experience. DCR seeks applicants who have experience with the laws enforced by DCR and/or federal and state civil rights laws, and a commitment to a New Jersey free of discrimination; demonstrated ability to successfully mediate cases involving complex and interrelated issues and/or an unusual degree of intractability on the part of one or more parties; and have excellent oral and written communication skills.

**SAME APPLICANTS:** If you are applying under the NJ CSC "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 email: [SAME@csc.nj.gov](mailto: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 #24-285 with desired location preference, 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 **August 8, 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.

