



State of New Jersey

PHILIP D. MURPHY
Governor

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

MATTHEW J. PLATKIN
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TAHESHA L. WAY
Lt. Governor

ERIN ZIPPEL
Chief Administrative Officer

March 4, 2025 NOTICE OF JOB VACANCY #25-070

An opportunity 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

LOCATION: [Division on Civil Rights](#)

Policy Unit

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

Statewide travel required for work responsibilities.

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

DUTIES: Under the direction of the Associate Director for Policy, Outreach, and Community Relations, the Deputy Associate Director for Policy and other supervisory officials in the Division, the Legal Specialist will develop policy, legal, legislative, and regulatory strategies to protect the civil rights of all New Jersey residents. Duties include researching and drafting proposed revisions to the New Jersey Law Against Discrimination (LAD), New Jersey Fair Chance in Housing Act (FCHA), and New Jersey Family Leave Act (FLA); researching and drafting proposed regulations and amendments to regulations in accordance with the policy objectives of DCR; conducting legal research and drafting publications, guidance documents, fact sheets, and reports regarding cutting-edge civil rights issues; working with the Community Relations Unit and the Education and Training Unit, as necessary, to prepare and give presentations; planning and participating in conferences, public hearings, listening sessions, and other public events; supervising interns working on policy initiatives; coordinating, as necessary, in the execution of the above duties with other local, state, and federal agencies and partners; will perform related work, as required. 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.

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.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey.

PREFERENCE: Preference will be given to applicants with: a J.D.; knowledge of, commitment to, and experience in civil rights laws enforced by DCR and/or other federal and state civil rights laws; significant policy, legislative, regulatory and/or legal experience; exceptional writing skills; an ability to analyze complex policy and legal problems and recommend and implement effective solutions; excellent communication skills, both orally and in writing; an ability to plan strategically, balance competing priorities, set and attain goals, and think creatively and innovatively; and a strong commitment to a New Jersey free of discrimination.

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, 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 #25-070 with desired location preference, a current resume, and a copy of your final unofficial transcripts and/or foreign degree evaluation (required of all applicants), to the Recruitment Coordinator via email at jobs@njoag.gov on or before the closing date of **March 18, 2025**.

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.

