



## State of New Jersey

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

PHILIP D. MURPHY  
*Governor*

TAHESHA L. WAY  
*Lt. Governor*

MATTHEW J. PLATKIN  
*Attorney General*

ERIN ZIPPEL  
*Chief Administrative Officer*

### March 31, 2025 NOTICE OF JOB VACANCY #25-091

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](#)  
Investigations Unit  
Trenton, Cherry Hill, Atlantic City, **OR** Newark, NJ  
*Statewide travel required for work responsibilities.*

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

**DUTIES:** Under the direction of the Deputy Director, Deputy Chief Legal Specialist and other supervisory personnel, the Intake Legal Specialist will be the first point of contact with constituents seeking to file a complaint of discrimination or bias-based harassment. The Legal Specialist will conduct screening interviews to determine jurisdiction; will identify and request the evidence needed to investigate the claim; will draft pleadings and targeted document and information requests; document and maintain required records; and perform additional intake duties as needed. The Legal Specialist will be required to use DCR's online case management system, NJBIAS, to actively move many complaints forward at the same time, tailoring all complaints only to allegations relevant to the particular legal claim at issue.

#### **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 who demonstrate commitment to the civil rights laws enforced by DCR and a New Jersey free of discrimination. Preference will also be given to achievements and demonstrated success in performance at prior jobs.

**SAME APPLICANTS:** If you are applying under the NJ "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 visit <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto:CSC-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 upload a cover letter indicating interest in job vacancy announcement #25-091 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 this [link](#) on or before the closing date of **April 14, 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.

