



State of New Jersey

**ELECTION LAW ENFORCEMENT COMMISSION**

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Commissioner

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(609) 292-8700

Website: [www.elec.nj.gov/](http://www.elec.nj.gov/)

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Executive Director

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Deputy Director

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Legal Director

AUREA VAZQUEZ-ALEXANDER  
Compliance Director

EDWIN R. MATTHEWS  
Legal Counsel

**March 25, 2025  
Notice of Job Vacancy  
Announcement # 2025-03**

A full-time, temporary vacancy currently exists 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:** \$50,000 (X98) with full benefits package

**LOCATION:** Election Law Enforcement Commission  
25 South Stockton Street, 5<sup>th</sup> Floor  
Trenton, NJ 08608

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**ANTICIPATED DURATION:** 12 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 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.), electronic filing programs (ELEC eFile) and other electronic methods of filing pursuant to mandatory electronic filing requirements and the ELEC website for regulatory guidance and assistance for searching disclosure reports.

**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.

**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 above. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

*If interested in the above position, please send a cover letter, resume, and copy of your qualifying transcripts (unofficial will be accepted) via email by 4:00 pm on the closing date of April 8, 2025 to:*

NJ Election Law Enforcement Commission  
Email: [Employment@elec.nj.gov](mailto: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 Election Law Enforcement Commission 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.