



State of New Jersey

THOMAS H. PROL
Chairman

RYAN PETERS
Commissioner

NORMA R. EVANS
Commissioner

JON-HENRY BARR
Commissioner

ELECTION LAW ENFORCEMENT COMMISSION

Respond to:
P.O. Box 185
Trenton, New Jersey 08625-0185

(609) 292-8700

Website: www.elec.nj.gov/

AMANDA S. HAINES
Executive Director

JOSEPH W. DONOHUE
Deputy Director

THERESA J. LELINSKI
Acting Legal Director

EDWIN R. MATTHEWS
Legal Counsel

August 14, 2024

Notice of Job Vacancy #2024-05

An opportunity currently exists in the unclassified service within the New Jersey Election Law Enforcement Commission for applicants who meet the requirements below:

TITLE: Confidential Assistant (Functional Title: Compliance Director)

SALARY: \$125,000.00 - \$135,000.00

LOCATION: Election Law Enforcement Commission
25 South Stockton Street, 5th Floor
Trenton, NJ 08608

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Executive Director, manages the Commission's Compliance division in gubernatorial public financing, lobbying, pay-to-play laws, and personal financial reporting; formulates policies related to new and existing legislation, regulations and other governmental procedures; provides advice on matters arising under the Campaign Contributions and Expenditures Reporting Act, the Legislative and Governmental Process Activities Disclosure Act, the Uniform Recall Election Law and the Gubernatorial Legislative Disclosure Act; provides legal advice to the Commission on matters concerning public business; does related work.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with Juris Doctor (J.D.) or a Bachelor of Laws (L.L.B.) degree.

EXPERIENCE: Five (5) years of experience involving the review, analysis, evaluation and interpretation of compliance with statutory requirements in a business or government organization, including the audit and examination of financial records, one (1) year which shall have been in a supervisory capacity.

LICENSE: Appointee must be licensed to practice as an Attorney at Law in the State of New Jersey. **Note:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee, 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, or call CSC at (833) 691-0404.

If interested in the above position, please send a cover letter, resume, writing sample, copy of your qualifying transcripts, and proof of admission to practice as an Attorney at Law in the State of New Jersey via email by 4:00pm on the closing date of September 11, 2024 to:

NJ Election Law Enforcement Commission

Email: Employment@elec.nj.gov

Subject Line: Compliance Director

PRIVATE PRACTICE AND 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 NJ 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.

Located at: www.elec.nj.gov/ 25 South Stockton Street, 5th Floor, Trenton, New Jersey