



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Chief Administrative Officer

November 15, 2024
NOTICE OF JOB VACANCY
#24-439

This is a repost of vacancy announcement #24-239; previous applicants need not reapply.

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

TITLE: Regulatory Officer 3
(Deputy Chief Legal Specialist)

SALARY: \$102,944.26 to \$147,131.56

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

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

DUTIES: Under general supervision of a higher level supervisory official or other designated official in a state department, institution, or agency, supervises regulatory matters, formal and informal, both legislative and quasi-judicial in nature, including matters related directly to administrative procedure and policy matters considered by the agency; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; does 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. Please see the CSC job specification for additional information: <https://info.csc.state.nj.us/jobspec/61649.htm>.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with a Juris Doctor (J.D.) Degree.

EXPERIENCE: Four (4) years of experience in conducting legal research, analyzing and evaluating legal documents, rules, regulations, and/or legislation, or the review and analysis of regulatory matters in a government agency; or four (4) years of experience as an attorney, three (3) of which must have been in conducting legal research, analyzing and evaluating legal documents, rules, regulations, and/or legislation, or the review and analysis of regulatory matters in a government agency.

LICENSE: Appointee must be eligible to practice as an Attorney-At-Law in the State of New Jersey.

Appointee must possess a current Certificate of Good Standing issued by the New Jersey Board of Bar Examiners, or other license to practice law issued by any state in the United States. A copy must be submitted with your resume.

Appointee 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 required to perform the essential duties of the position.

PREFERENCE: Preference will be given to applicants who can demonstrate a strong knowledge of, commitment to, and experience with the civil rights laws enforced by the Division and/or federal and state civil rights' laws and applicants who can demonstrate strong prior experience in civil litigation or enforcement.

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 to the Recruitment Coordinator via email at jobs@njoag.gov indicating interest in job vacancy announcement #24-439, a current Certificate of Good Standing issued by the New Jersey Board of Bar Examiners, or other license to practice law issued by any state in the United States, and a copy of your final unofficial transcripts and/or foreign degree evaluation (for education verification) on or before the closing date of **December 15, 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.

