



State of New Jersey

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

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

GURBIR S. GREWAL
Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

March 30, 2021 NOTICE OF JOB VACANCY #21-30

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Division of Consumer Affairs, for applicants who meet the requirements listed below:

TITLE: Legal Specialist

SALARY: \$90,000.00

LOCATION: Division of Consumer Affairs
Office of Consumer Protection
124 Halsey Street
Newark, NJ 07102

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under supervision of the Deputy Director in the Office of Consumer Protection (OCP), or other supervisory official within the Office of the Director, performs confidential, legal, and policy-influencing research related to OCP initiatives and enforcement matters; acts as a liaison between OCP and other Divisions within the Office of the Attorney General, or other Departments, in receiving, formulating, and transmitting requests for legal advice on behalf of the OCP; participates as a legal assistant (non-attorney) in enforcement matters; provides litigation and other support as requested by the Deputy Director; distributes relevant legal decisions, requests for public records, and other legal communications and information; develops legal or policy questions to raise with the Deputy Director or the Office of the Attorney General; prepares clear, accurate, and informative reports on OCP matters containing findings, conclusions, and recommendations; does research into court decisions, and court cases which affect the work of OCP; prepares material for use in hearings, reviews, or other executive determinations; prepares correspondence in the course of official duties; supervises the work of paralegals or attorney assistants within OCP; does related work as required.

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, legislation, 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: 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 with litigation or transactional experience in financial or commercial fraud.

RESUME NOTE: Eligibility determinations will only be based upon information presented in resume. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating its U.S. equivalency prior to the closing date. Failure to do so may result in disqualification.

If qualified, please send a cover letter indicating interest in job vacancy announcement #21-30 and a current resume on or before the closing date of April 30, 2021 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
P.O. Box 081
Trenton, NJ 08625-0081

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.

