



State of New Jersey

ELECTION LAW ENFORCEMENT COMMISSION

ERIC H. JASO
Chairman

STEPHEN M. HOLDEN
Commissioner

MARGUERITE T. SIMON
Commissioner

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

(609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)

Website: <http://www.elec.state.nj.us/>

JEFFREY M. BRINDLE
Executive Director

JOSEPH W. DONOHUE
Deputy Director

DEMERY J. ROBERTS
Legal Director

STEPHANIE A. OLIVO
Compliance Director

EDWIN R. MATTHEWS
Legal Counsel

**September 20, 2017
Notice of Job Vacancy
Announcement #17-249**

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

TITLE: Assistant Legal Counsel

SALARY: \$61,784.21 to \$87,820.13

LOCATION: Election Law Enforcement Commission
28 W. State Street, 13th Floor
Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Legal Counsel, assists in the Legal representation of the Election Law Enforcement Commission. Draft civil complaints and engage in all activities related to the prosecution of violations of the Campaign Contributions and Expenditures Reporting Act and other statutes within ELEC's jurisdiction. Represent the Commission in contested cases at the Office of Administrative Law. Perform as directed legal research and assist with other responsibilities of the Legal Division.

REQUIREMENTS

EDUCATION: Admission to practice as an Attorney at Law in the State of New Jersey. Will accept an applicant who is awaiting results of Bar exam.

NOTE: PRIVATE PRACTICE AND PARTISAN POLITICAL ACTIVITY PROHIBITED.

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.

If interested in the above position, please send a cover letter, resume, writing sample, copy of your transcript and proof of admission to practice as an Attorney at Law in the State of New Jersey via email only by 5:00 pm on the closing date of October 11, 2017 to:

NJ Election Law Enforcement Commission

Email: Employment@elec.nj.gov

Subject Line: Assistant Legal Counsel

RESIDENCY LAW: Pursuant to N.J.S.A. 52-14-7 (L 2011, Chapter 70), also known as the "New Jersey First Act", which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

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.