



# 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*

MATTHEW J. PLATKIN  
*Acting Attorney General*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

March 21, 2022

## NOTICE OF JOB VACANCY #22-192

Temporary employment services opportunities currently exist with the Department of Law and Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

**TITLE:** Special Services (Hourly Investigative Legal Specialist)

**SALARY:** \$50.00 per hour

**LOCATION:** Division on Civil Rights  
Legal Unit  
140 East Front Street  
Trenton, New Jersey 08625  
*Statewide travel required for work responsibilities*

**NUMBER OF POSITIONS AVAILABLE:** Two (2)

**DUTIES:** Under limited supervision of the Chief of Investigations, Director and Deputy Director of Division on Civil Rights (DCR), will work to quickly and efficiently investigate aged cases under the New Jersey Law Against Discrimination (LAD) and New Jersey Family Leave Act (FLA). Will investigate complaints of discrimination and bias-based harassment, including by reviewing relevant documents, interviewing witnesses, and gathering evidence to determine whether there is probable cause to believe that the LAD or FLA has been violated. Duties will also include drafting an investigation plan that identifies relevant evidence to be obtained, including witnesses to interview, conducting the relevant interviews, and summarizing relevant information; gathering and evaluating documents and other physical evidence from the parties and summarizing relevant information learned from same; facilitating settlement discussions when appropriate, and drafting, editing, and reviewing settlement agreements; drafting administrative decisions including a summary of the investigation and thorough legal analysis, including legal research, and ensuring that assigned investigations and decisions are legally sound and correctly enforce the LAD and FLA. This position will be required to conduct investigations in a timely fashion with limited supervision and oversight, use DCR's online case management system (NJBIAS) to actively manage a caseload and move several aged investigations forward at the same time, and tailor all investigations only to what is relevant to the particular legal claim; performs other related duties 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, amendments, and/or the interpretation of statutes, which shall have included the investigation of legal claims.

**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:** Appointees will be required to possess a driver's license valid in New Jersey.

**PREFERENCE:** Preference will be given to applicants with a Juris Doctorate degree and/or candidates with similar litigation experience.

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

***If qualified, please send a cover letter indicating interest in job vacancy announcement #22-192, a current resume and college transcripts (for internship substitutions only), on or before the closing date of April 4, 2022 to:***

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

**-OR-**

Recruitment Coordinator  
Division of Administration  
Human Resource Management  
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.

