



# New Jersey Department of Environmental Protection Notice of Vacancy

Filling of this position is contingent upon further approval process

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**Title:** Legal Specialist (Unclassified)

**Posting Number:** M&B-2022-24

**Open to:** General Public

**Workweek:** NL (35-hour) Workweek

**Salary:** (X98) \$80,000.00 — \$100,000.00

**Opening Date:** August 25, 2022

**Closing Date:** September 23, 2022

**Existing Vacancies:** One (1)

**Program/Location:** Department of Environmental Protection

Management & Budget  
Office of Equal Opportunity and Public Contract Assistance  
428 East State Street, 1st Floor  
Trenton, NJ 08625

**Scope of Eligibility:** Open to applicants who meet the requirements below.

**Description:** Under direction of the Chief Executive Officer or other supervisory official in a state department, institution, or autonomous agency, performs confidential legislative, legal, and policy-influencing research related to department programs, in conformance with guidelines established by the State Attorney General; acts as liaison between a state department and the Office of the Attorney General in receiving, formulating, and transmitting requests for legal advice on behalf of a state agency; prepares reports and recommendations on the impact of proposed or existing legislation; does related work as required.

**Specific to the Position:** Review, investigate, and resolve allegations of violations of the NJ State Policy Prohibiting Discrimination in the Workplace. Draft investigation reports with factual findings and recommendations. Draft letters related to the office's review of allegations of discrimination. Draft responses to appeals of the office's determinations regarding discrimination complaints. Review, analyze, and make recommendations on personnel activities to ensure that protected class members are not subjected to discrimination in the workplace and are afforded equal employment opportunities. Conduct legal research as needed on state and federal discrimination laws and regulations. Direct and/or assist in establishing and maintaining appropriate records and files pertaining to affirmative action and civil rights activities as required by federal and state laws and Department regulations. Develop trainings related to the State Policy Prohibiting Discrimination in the Workplace and Federal civil rights laws. Monitor and ensure employees receive mandatory trainings.

**Preferred Skill Set:** Strong verbal and written communication skills, analytical and problem-solving skills, and interpersonal skills. Experience working with diverse, multicultural, and multi-ethnic groups. Experience using Microsoft Office Suite. Ability to research, evaluate, and present data comprehensively.

## Requirements

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

OR

Graduation from an accredited college or university with a Bachelor's degree.

NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

**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 necessary to perform the essential duties of the position.

**Residency:** All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

**Authorization to Work:** Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

**Note:** Interviews will be granted based on the cover letter, resume and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview.

Per Executive Order 253, all State employees are required to be fully vaccinated against COVID-19. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this NOV.

**Veteran's Preference:** To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://nj.gov/military/veterans/services/civil-service/preference/>

**Submit Letter of Interest, Resume, and Unofficial Transcript by 4:00 PM on the Closing Date to:**

Melissa Burk-Pocino

Management & Budget

E-mail Address: [EXECUTIVE.Resumes@dep.nj.gov](mailto:EXECUTIVE.Resumes@dep.nj.gov)

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

Please indicate how you heard about the position in the body of the email

**Posting Authorized By:**

Phiroza Stoneback, Manager

Division of Human Resources

**The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.**