



**State of New Jersey**  
**STATE ETHICS COMMISSION**

Jon S. Corzine  
*Governor*

PO Box 082  
Trenton, NJ 08625-0082  
[www.nj.gov/ethics](http://www.nj.gov/ethics)

Paula A. Franzese  
*Chair*

Rita L. Strmensky, Esq.  
*Executive Director*  
*Tel: (609) 292-1892*  
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**JOB POSTING**

**TITLE:** Deputy Director, State Ethics Commission

**SALARY:** \$120,000 (M98)

**DEFINITION:** Under the direction of the Executive Director, assists in the administrative functions of the SEC; performs other related duties as required.

**EXAMPLES OF WORK:**

- Assists in the administration and management of agency activities including personnel, budget and purchasing, training, compliance, litigation, Information Technology, financial and conflicts disclosures, OPRA, recordkeeping functions, etc.
- Assists in the drafting of complaints, consent orders, final orders, subpoenas, memoranda of understanding, correspondence, SEC guidelines and public announcements.
- Assists in the direction/conduct of investigations of allegations of violations of the Conflicts Law, agency Codes of Ethics, applicable Executive Orders, requests for advice and appeals of agency decisions.
- Prepares legal memoranda for presentation at Commission meetings.
- In the absence of the Executive Director, represents the agency at meetings, conferences, and public events, as required.
- Assists in the coordination of the development of the annual budget request.
- Assists in the supervision and the development of policies, programs and plans for the management of the fiscal activities of the agency.
- Assists in the preparation of financial, statistical, operating, and other reports containing findings, conclusions, and recommendations necessary to promulgate rules, regulations, and decisions.

## **REQUIREMENTS:**

**Skills:** Ability to perform legal research, analysis and writing.  
Ability to communicate effectively with all levels of State government.  
Conversancy with immensely difficult subject matter.

**Education:** J.D. from an accredited law school. Admission to NJ bar preferred.

**Experience:** Three (3) years of experience in administration of an ethics program or an ethics agency preferred.

**Submit resume and writing sample to:** Paula A. Franzese, Chair  
State Ethics Commission  
P.O. Box 082  
Trenton, New Jersey 08625-0082  
FAX – (609) 633-9252  
Email: [ethics@ethics.state.nj.us](mailto:ethics@ethics.state.nj.us)

**No later than 2 p.m., Friday, March 9, 2007.**

**Candidates selected for interview must be available in Newark on March 15, 2007.**