



State of New Jersey
STATE ETHICS COMMISSION
PO Box 082
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www.nj.gov/ethics

CHRIS CHRISTIE
Governor

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Lt. Governor

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Chair

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June 13, 2017
NOTICE OF JOB VACANCY
#17-168

An opportunity currently exists in the unclassified service within the State Ethics Commission, which is in, but not of, the Department of Law and Public Safety, for applicants who meet the requirements specified below:

TITLE: Legal Specialist
SALARY: \$70,000.00
LOCATION: State Ethics Commission
28 West State Street
Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: As assigned, investigates allegations of violations of the New Jersey Conflicts of Interest Law, *N.J.S.A. 52:13D-12 et seq.*; drafts reports concerning investigations; performs legal research and analysis in connection with investigations, requests for advice, and other matters addressed by the Commission; 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, 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.

PREFERENCE: Preference will be given to applicants with a Juris Doctorate (J.D.).

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 will result in your ineligibility.

If interested, please send a letter (including job vacancy #17-168) and current resume before the closing date of June 30, 2017 to:

Shanna Cook, Administrative Assistant
State Ethics Commission
P.O. Box 082, Trenton NJ 08625-082
Fax: (609) 633-9252
Email: Shanna.Cook@ethics.nj.gov

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 State Ethics Commission 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.