



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

GURBIR S. GREWAL
Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

July 28, 2020 NOTICE OF JOB VACANCY #20-194

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Juvenile Justice Commission, for applicants who meet the requirements indicated below:

TITLE: Legal Specialist
SALARY: \$95,000 to \$110,000
LOCATIONS: Juvenile Justice Commission
Johnstone Campus
Bordentown, New Jersey 08505

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of a supervisory official in the Juvenile Justice Commission, conducts parole revocation hearings; reviews revocation packages and circumstances surrounding the violations leading up to the probable cause hearing; compels the appearance of witnesses, should the need present itself; takes testimony from juveniles' counsel and the State, as represented by the juvenile's Parole Officer or appropriate designee; upon determination, orders the juvenile to be taken into custody, continued custody, or released from custody; maintains records of hearings; completes and submits written notifications of decisions describing hearing results; does other related duties.

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.

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.

NOTE: The legal specialist may be a fulltime law school student working for the state on a limited part-time basis or during periods when law school is not in session.

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: Pursuant to N.J.S.A. 2A:4A-44(e), candidates must be licensed as an attorney-at-law in the State of New Jersey. As such, preference will be given to applicants who are licensed as an attorney-at-law in the State of New Jersey.

RESUME NOTE: Eligibility determination 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 #20 -194 and a current resume on or before the closing date of August 11, 2020 to:

Recruitment Officer
jjcrecruitment@jjc.nj.gov

-OR-

Juvenile Justice Commission
Office of Human Resources- Recruitment Officer
P.O. Box 107, Trenton, NJ 08625-0107

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.

