



State of New Jersey

ELECTION LAW ENFORCEMENT COMMISSION

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Commissioner

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Commissioner

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Commissioner

Respond to:
P.O. Box 185
Trenton, New Jersey 08625-0185

(609) 292-8700

Website: www.elec.nj.gov/

AMANDA S. HAINES
Executive Director

JOSEPH W. DONOHUE
Deputy Director

THERESA J. LELINSKI
Legal Director

AUREA VAZQUEZ-ALEXANDER
Compliance Director

EDWIN R. MATTHEWS
Legal Counsel

**January 8, 2025
Notice of Job Vacancy
#2025-01**

An opportunity currently exists in the unclassified service within the New Jersey Election Law Enforcement Commission for applicants who meet the requirements below:

TITLE: Assistant Legal Counsel, NJ ELEC

SALARY: \$78,024.71 - \$111,000.80 (P26)

LOCATION: Election Law Enforcement Commission
25 South Stockton Street, 5th Floor
Trenton, NJ 08608

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Legal Counsel, Election Law Enforcement Commission (NJELEC), assists in the legal representation of the NJELEC; represents the Commission in civil matters enforcing the New Jersey Campaign Contributions and Expenditures Reporting Act and all statutes within the NJELEC's jurisdiction and Commission regulations; conducts legal research concerning Constitutional, statutory and regulatory interpretation; prepares reports, summaries and recommendations on the impact and scope of legislation or regulations; does related work as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with a Juris Doctor degree.

LICENSE: Admission to practice as an Attorney-at-Law in the State of New Jersey. **NOTE:** Applicants for admission to the NJ Bar awaiting results of the NJ Bar examination are encouraged to apply. **NOTE:** Appointees 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 essential duties of the position.

SAME APPLICANTS: If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated above. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

If interested in the above position, please send a cover letter, resume, writing sample, copy of your qualifying transcripts, and proof of admission to practice as an Attorney at Law in the State of New Jersey via email by 4:00 pm on the closing date of February 28, 2025 to:

NJ Election Law Enforcement Commission
Email: Employment@elec.nj.gov
Subject Line: Assistant Legal Counsel

PRIVATE PRACTICE AND PARTISAN POLITICAL ACTIVITY PROHIBITED

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.

Located at: 25 South Stockton Street, 5th Floor, Trenton, New Jersey