



State of New Jersey

THOMAS H. PROL
Chairman

RYAN PETERS
Commissioner

NORMA R. EVANS
Commissioner

JON-HENRY BARR
Commissioner

ELECTION LAW ENFORCEMENT COMMISSION

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

April 24, 2025
Notice of Job Vacancy
#2025-04

An opportunity currently exists in the Election Law Enforcement Commission for permanent state employees in the competitive division who meet the minimum job requirements specified below:

TITLE: Legal Secretary 1

SALARY: \$47,600.16 - \$66,849.45 (A15)

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

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under supervision of the Legal Director, assists with the preparation and finalization of legal documents; mails and codes pleadings and final decisions properly and timely prior to public release on ELEC's website; reviews and proofreads correspondence, complaints, final decisions, legal briefs, and supporting papers; creates excel and mail merge documents; prepares documents for sheriff service delivery; maintains office equipment and library files according to Agency standards; assists in answering and transferring phone calls; maintains confidential litigation files and records; assists with preparation of agenda documents and other documents prepared for consideration by Commissioners; assists with the production of Legal documents in response to OPRA requests; other related duties as required.

REQUIREMENTS

EXPERIENCE: Two (2) years of experience in transcribing or typing legal dictation or documents. ***NOTE:*** Successful completion of a clerical training program with a minimum of 700 classroom training hours or thirty (30) semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

LICENSE: 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 the 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 and resume via email by 4:00 pm on the closing date of May 22, 2025 to:

NJ Election Law Enforcement Commission

Email: Employment@elec.nj.gov

Subject Line: Legal Secretary 1

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