



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/](http://www.elec.nj.gov/)

JOSEPH W. DONOHUE  
Acting Executive Director

STEPHANIE A. OLIVO  
Compliance Director

AMANDA S. HAINES  
Acting Legal Director

EDWIN R. MATTHEWS  
Legal Counsel

**January 24, 2024**  
**Notice of Job Vacancy**  
**#2024-01**

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:** \$75,386.19 - \$107,247.18 (P26)

**LOCATION:** Election Law Enforcement Commission  
25 South Stockton Street, 5<sup>th</sup> Floor  
Trenton, NJ 08608

**NUMBER OF POSITIONS AVAILABLE:** Two (2)

**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 March 6, 2024 to:*

NJ Election Law Enforcement Commission  
Email: [Employment@elec.nj.gov](mailto: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.

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Located at: 25 South Stockton Street, 5<sup>th</sup> Floor, Trenton, New Jersey