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State of New Jersey  
DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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April 7, 2025  
**NOTICE OF JOB VACANCY**  
**#25-120**

**This is a repost of job vacancy announcement #25-028; previous applicants need not reapply.**

Temporary employment services opportunities currently exist with the Department of Law and Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

**TITLE:** Special Services – Hourly Agency Services Representative Trainee  
(Tester)

**SALARY:** \$19.28 per hour

**LOCATION:** [Division on Civil Rights](#)  
Affirmative Enforcement Unit  
Trenton, Newark, Cherry Hill **OR** Atlantic City, NJ  
*Statewide travel required for work responsibilities*

**NUMBER OF POSITIONS AVAILABLE:** Six (6) – Location preference required.

**DUTIES:** Under the supervision of the Associate Director for Affirmative Enforcement, Deputy Associate Directors or other supervisory officials within the Affirmative Enforcement Unit, the Agency Services Representative Trainee will participate in DCR's efforts to uncover discrimination in violation of the New Jersey Law Against Discrimination, the New Jersey Family Leave Act, and the Fair Chance in Housing Act. Testers pose as ordinary seekers of employment, housing, or other services. They observe the ordinary, unvarnished business practices of entities and businesses and then report back to DCR about their experiences. Acting as, or pretending to be, prospective job-seekers, tenants, homeowners, or users of public accommodations to evaluate compliance with New Jersey's civil rights laws; Working collaboratively with supervisory officials and other staff within the Affirmative Enforcement Unit to identify possible targets and conduct tests; Reporting back to the Division about the test, including by writing a detailed account of their conversations, their actions, and the actions of the entity being tested; Collecting and maintaining proper chain of custody of any evidence obtained on a test. Participating in regular debriefings with supervisory officials and others within the Affirmative Enforcement Unit regarding the tests they have conducted; Providing testimony, where necessary, at depositions or in litigation regarding their actions during the testing investigation; participating in regular trainings; and performing other related duties as required.

**REQUIREMENTS**

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey.

**PREFERENCE:** Preference will be given to applicants with strong writing skills, the ability to follow directions carefully, objectivity, confidentiality, and the ability to accurately document and collect information provided to them. Prior acting or testing experience is also preferred.

**SPECIAL NOTE:** Special Services positions are filled on a part-time, temporary basis during normal business hours. Candidates appointed to a Special Services title will be limited to 944 work hours in a fiscal year.

**SAME APPLICANTS:** If you are applying under the NJ "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 below. For more information on the SAME Program please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or call CSC at (609) 292-4144, option 3.

**RESUME NOTE:** Eligibility determinations for experience and education will be based upon the resume and unofficial transcripts submitted at the time of application. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see [CSC foreign degree information](#)). Failure to do so may result in disqualification of your education towards eligibility.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

**HOW TO APPLY** If qualified, please upload a cover letter indicating interest in job vacancy announcement #25-120, a current resume, and a copy of your final unofficial transcripts and/or foreign degree evaluation (for education credit), to the Recruitment Coordinator via the following [link](#) on or before the closing date of **October 7, 2025**. *Applications will not be accepted via email.*

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.

