



Philip D. Murphy
Governor

Tahesha L. Way
Lt. Governor

STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION
DIVISION OF ADMINISTRATIVE AND EMPLOYEE SERVICES
Office of Human Resources
P.O. Box 323
Trenton, New Jersey 08625-0323

Allison Chris Myers
Chair/Chief Executive Officer

NOTICE OF JOB VACANCY

TITLE: Clemency Fellow (Aide to the Governor)

SALARY: \$85,000 - \$95,000 commensurate with experience

VACANCIES: Multiple

LOCATION: Office of the Governor
125 W State Street
Trenton, New Jersey 08608

OPEN TO: General Public

DESCRIPTION OF POSITION:

As part of the New Jersey Clemency Fellowship Program, the Office of the Governor is hiring Clemency Fellows to support the Governor's Clemency Initiative as outlined in Executive Order No. 362. Clemency Fellows would play an instrumental role in the consideration of applications for pardons and commutations by the Office of the Governor and the Clemency Advisory Board. A Fellow's primary responsibilities would involve reviewing clemency applications, assisting in the determination of applicant eligibility for expedited consideration, drafting memoranda on applications, attending and summarizing interviews with applicants, and broadly supporting the Office of the Governor and the Clemency Advisory Board in its processing and evaluation of clemency applications. Clemency Fellows would receive training on the Clemency Initiative, introductions with the various state agencies critical to the Clemency Initiative, and ongoing programming.

REQUIREMENTS & EDUCATION:

Graduation from an accredited institution of higher education with a Juris Doctor or Master's degree in related subject matter. Preferred experience includes preparing written memoranda or reports as an attorney, law clerk, investigator, or similar professional or for a prosecutor, public defender, other defense attorney, or law enforcement agency.

NOTE: Applicants may utilize college credits in combination with the indicated experience to meet the job requirements. These credits will be applied on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

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.

RESIDENCY: Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position, or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position, or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position, or employment.

NOTE: The State of New Jersey does not provide sponsorship for citizenship to the United States.

SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov , or call CSC at (609)292-4144 option 3.

FILING INSTRUCTIONS:

Apply via mail or e-mail by submitting your resume, cover letter, and college transcripts to: Recruiting@nj.gov

MAIL:

Governor’s Office

Administration and Personnel

P.O. Box: 001

Trenton, NJ 08625-0001