



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2023 - 064 - P	ISSUE DATE: May 15, 2023	CLOSING DATE: May 29, 2023
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TITLE: Temporary Employment Services (TES)	OPEN TO: General Public
FUNCTIONAL TITLE: Legal Editor	TITLE CODE: 96058 RANGE: Q 88
DIVISION: Office of Administrative Law	WORKWEEK: Hourly (TES)
LOCATION: Trenton or Newark, New Jersey	SALARY RANGE: \$21.00 per hour

JOB DESCRIPTION

Under the executive branch, the Office of Administrative Law employs over forty Administrative Law Judges who preside over contested cases in the State of New Jersey in a variety of areas, including environmental, health, insurance, civil service, pension, Medicaid, public utilities, motor vehicles, education, special education, civil rights, economic assistance, alcoholic beverage control, and professional boards. Office locations include suburban Trenton, downtown Newark, and Atlantic City.

The hourly legal proofreader will be responsible for reviewing judicial decisions for organization, clarity, grammar, and syntax; checking legal citations and reconciling exhibit lists in judicial decisions; and performing other related functions as requested.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management.

POSITION REQUIREMENTS

Education: Graduation from an accredited college or university with a Bachelor's degree, preferably in Journalism, English, or a related field.

Experience: Minimum (2) years proofreading experience, preferably in a legal environment.

Note: Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

Note: A Master's degree in Journalism, English, or a related field may be substituted for one year of the required experience.



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IMPORTANT NOTES

SAME Applicants:

Candidates applying under the New Jersey "SAME" program, must include a Schedule A or B letter with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

Veteran's Preference:

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

Foreign Degrees:

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on May 29, 2023:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2023- 064-P- Legal Editor" in the Subject Line)

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by: *Antoinette Sargent*
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer