



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Attorney General

TAHESHA L. WAY
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ERIN ZIPPEL
Chief Administrative Officer

August 26, 2024
NOTICE OF JOB VACANCY
#24-338

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Office of the Attorney General, for applicants who meet the requirements specified below:

TITLE: Attorney Assistant
SALARY: \$59,430.08 to \$84,038.60
LOCATION: [Office of the Attorney General](#)
Office of the Solicitor General
33 Washington St, Newark, NJ 07102

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of the Solicitor General (SG), acts as paralegal for the Office of the Solicitor General (OSG); provides paralegal and administrative support for OSG litigation and internal work product, including assistance with proofreading and citation-checking filings, creating Tables of Authorities and Tables of Contents, adhering to court rules, and compiling appendices; tracks federal and state dockets; manages numerous litigation and internal deadlines for OSG caseload; prepares basic legal correspondence and form pleadings; sets up moot courts; performs research under the guidance of OSG attorneys via Westlaw and Lexis as well as state and federal legislative history and other assignments as needed; does other related duties as assigned. Required characteristics of the attorney assistant include a high level of attention to detail, organizational acumen, ownership mentality, efficiency, and discretion. The attorney assistant will be required to be proficient in a number of applications including advanced proficiency with Microsoft Word and Adobe Acrobat and intermediate proficiency with Microsoft Excel; does all related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college with a bachelor's degree.

EXPERIENCE: Two (2) years of paralegal or legal/legislative research experience.

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

NOTE: A bachelor's degree in law may be substituted for both the education and experience requirements listed above.

NOTE: Applicants who do not possess a Bachelor's degree may substitute an Associate's degree as a Legal Assistant or in Paralegal Studies or, successful completion of a two (2) year approved course in Paralegal Training at a recognized educational institution for two (2) years of college education.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

LICENSE: Appointee 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 below. For more information on the SAME Program email: 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 send a cover letter indicating interest in job vacancy announcement #24-338, copy of unofficial college transcripts/foreign degree evaluation (required of all applicants) and a current resume to the Recruitment Coordinator via email at jobs@njoag.gov on or before the closing date of **September 24, 2024**.

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.

