



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Attorney Assistant [Unclassified]</b>			Salary <b>P20 \$55,478.62 - \$78,450.85</b>
Posting Number <b>667-23</b>	Position Number <b>068432</b>	Number of Positions <b>1</b>	Posting Period * From: <b>09/12/2023</b> To: <b>09/26/2023</b>
Location: <b>Office of the Commissioner, OLRC 55 N. Willow Street, Trenton, NJ 08618</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>

## GENERAL DESCRIPTION

Under the supervision of a Director or designee in the Office of Legal & Regulatory Compliance (OLRC), the attorney assistant will respond to OPRA requests, subpoenas, litigation-related requests, or other records requests as directed. This includes assisting in collecting and disseminating information applicable to such requests and responding to requests for information. The individual will assist in the professional, administrative, and analytical work to promote the operation, implementation, monitoring and/or evaluation of the Department's Government Records Access Management Unit. Assist in the implementation of the Open Public Records Act ("OPRA") tracking software system.

Conduct legal research and prepare memoranda or departmental correspondence as directed. Prepare Standard Operating Procedures, other policies, and training materials as directed. Also, track and monitor requests made to the Department pursuant to OPRA. This includes maintaining essential records, reports, and files. The individual will create status reports for Senior Management.

This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**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.

**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 the essential duties of the position.

## IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:  
**PSTOC@doh.nj.gov**
- Mail the required documents to:  
**Kevin Jennings, Supervising Mgt. Impr. Specialist  
Management and Administration  
Reference Posting #667-23  
New Jersey Department of Health  
PO Box 360  
Trenton, NJ 08625-0355**

### Required documents:

- cover letter
- resume
- completed application, found at:  
<http://www.nj.gov/health/forms/dpf-663.pdf>

*\* Responses received after the closing date MAY be considered if the position is not filled.*

- 
- Newly hired employees must agree to a thorough background check that will include fingerprinting.
  - If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.
  - If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.
  - In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
  - In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - **RESUME NOTE:** Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.
  - **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](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.