



PHILIP D. MURPHY  
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Lt. Governor

State of New Jersey  
DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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TRENTON, NJ 08625-0081

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Attorney General

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Chief Administrative Officer

August 17, 2023  
**AMENDED NOTICE OF JOB VACANCY**  
**#23-397**

Opportunities currently exist in the unclassified service with the Department of Law & Public Safety, Division of Law, for applicants who meet the requirements specified below:

**TITLE:** Attorney Assistant

**SALARY:** \$57,420.37 to \$81,196.66

**LOCATIONS:**

<a href="#">Division of Law</a>	AND	<a href="#">Division of Law</a>	AND	<a href="#">Division of Law</a>
25 Market Street		124 Halsey Street		4 Echelon Plaza / 201 Laurel Road
Trenton, NJ 08625		Newark, NJ 07102		Voorhees, NJ 08043
<b>Twenty One (21) Vacancies</b>		<b>Seven (7) Vacancies</b>		<b>Two (2) Vacancies</b>

**NUMBER OF POSITIONS AVAILABLE:** Thirty (30) as indicated above. *Location preference required.*

**DUTIES:** Under general supervision of a supervisory official in the Division of Law, performs legal research or writing, assists with case investigations, discovery review, trial preparation, subpoena preparation, federal case filings, and other related work as required by the supervising attorney.

**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.

**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.

**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 above. For more information on the SAME Program visit the CSC 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.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. 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.

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 #23-397 to the Recruitment Coordinator via email at [jobs@njoag.gov](mailto:jobs@njoag.gov), with desired location preference, Paralegal Certification, if applicable, and a current resume.

***This announcement will remain open until all vacancies are filled.***

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.

