



State of New Jersey

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

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February 13, 2023 NOTICE OF JOB VACANCY #23-141

This is a repost of vacancy announcements #22-28; previous applicants need not reapply.

Temporary employment services opportunities currently exist with the Department of Law and Public Safety, Division of Law, for applicants who meet the requirements specified below:

TITLE:	Special Services (Hourly Legal Secretary)						
SALARY:	\$21.42 to \$24.28 per hour						
LOCATIONS:	Division of Law 25 Market St. Trenton, NJ (6 Vacancies)	AND	Division of Law 20 West State St. Trenton, NJ (1 Vacancy)	AND	Division of Law 124 Halsey St. Newark, NJ (4 Vacancies)	AND	Division of Law 4 Echelon Plaza 201 Laurel Road Voorhees, NJ (2 Vacancies)

NUMBER OF POSITIONS AVAILABLE: Thirteen (13) as indicated above. **Location preference required.**

DUTIES: Under supervision of an attorney or other supervisory official in the Division of Law, transcribes or types legal dictation irrespective of medium; maintains dockets, looks up references, and functions in the capacity of secretary; does other related work.

REQUIREMENTS

EXPERIENCE: One (1) year of experience in transcribing or typing legal dictation or documents.

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.

SPECIAL NOTE: A five-minute qualifying typing/keyboarding test (scored on a pass/fail basis) will be scheduled or administered during the interview process. Applicants who have taken a typing/keyboarding test administered by the Civil Service Commission (CSC) or an approved representative of the CSC and have been issued a scoring report indicating a passing score, or a proficiency certificate, are not required to be tested again but proof must be submitted with resume. Candidates will be graded on a scale based on the number of errors made. The minimum acceptable typing speed is 25 net words per minute. Net words equals total words per minute minus errors.

SPECIAL NOTE: Special Services positions are filled on a part-time, temporary basis during normal business hours. Candidates appointed to a Special Services title will be limited to 944 work hours in a fiscal year.

Appointees will be required to be compliant with all Executive Orders (EO), mandates, policies, and directives related to Covid-19, including testing and vaccinations, and including but not limited to EO 252 (Murphy), EO 283 (Murphy) and/or EO 290 (Murphy).

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

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.

If qualified, please submit a cover letter indicating interest in job vacancy announcement #23-141 with desired location preference and typing proficiency certificate or score report from a CSC approved typing/keyboarding test (if applicable) and a current resume to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
P.O. Box 081, Trenton, NJ 08625-0081

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.

