



State of New Jersey

PHILIP D. MURPHY
Governor

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

MATTHEW J. PLATKIN
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

February 13, 2023 NOTICE OF JOB VACANCY #23-73

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

TITLE: Paralegal Technician Assistant

SALARY: \$40,719.93 to \$57,034.14

LOCATIONS:

Division of Law
25 Market Street
Trenton, NJ 08625
Ten (10) Vacancies

AND

Division of Law
20 West State Street
Trenton, NJ 08625
One (1) Vacancy

Division of Law
124 Halsey Street
Newark, NJ 07102
Four (4) Vacancies

AND

Division of Law
4 Echelon Plaza / 201 Laurel Road
Voorhees, NJ 08043
Two (2) Vacancy

NUMBER OF POSITIONS AVAILABLE: Seventeen (17) as indicated above. *Location preference required.*

DUTIES: Under the close supervision of a supervisory official in the Division of Law, researches laws, rules, and regulations, investigates facts, and prepares documents for use in briefs, pleadings, appeals, and other legal actions; does other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with an Associate's degree in Paralegal Studies or, an Associate Degree and a Certificate of Proficiency in Paralegal Studies.

NOTE: Possession of a Juris Doctorate (JD) degree may be substituted for the above education.

NOTE: Rule 1:20-20(a) prohibits attorneys who have been disbarred, resigned with prejudice, transferred to disability-inactive status, or under suspension from the practice of law in this or any other jurisdiction from being employed as paralegals/legal assistants in the State of New Jersey.

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.

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.

If qualified, please send a cover letter indicating interest in job vacancy announcement #23-73, with desired location preference, and 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.

