



Chris Christie
Governor

Kim Guadagno
Lt. Governor

Allison Blake, PH.D., L.S.W
Commissioner

JOB VACANCY POSTING

POSTING #: 041-14 **ISSUE DATE:** April 8, 2014
TITLE: PARALEGAL TECHNICIAN 1 **CLOSING DATE:** April 18, 2014
LOCATION: Department of Children and Families (DCF)
Office of Legal, Regulatory and Legislative Affairs
50 East State Street
Trenton, NJ 08625
POSITIONS: 1 **RANGE:** R20
DISTRIBUTION: STATE WIDE **SALARY:** \$48,416.15 - \$68,464.01

SCOPE OF ELIGIBILITY: Open to employees who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

DEFINITION: Under general direction of an attorney, supervises paralegal staff and personally performs work involved in research of laws, rules, and regulations, the investigation of facts, and the preparation of documents used in briefs, pleadings, appeals, and other legal actions; does other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college with an Associate's degree as a Legal Assistant or in Paralegal Studies or, an Associate or Bachelor's 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 that have been disbarred, resigned with prejudice, transferred to disability-inactive status, or is 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.

EXPERIENCE: Three (3) years of experience as a paralegal in a law firm, legal tribunal, or legal department in a public or private entity whose primary function is the research, enactment, enforcement, or litigation of legal matters.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

LICENSE: Appointees will be required to possess a driver's license valid in NJ only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY PROMOTIONS ARE MADE.

Electronic Filing:

Forward a cover letter and resume electronically to:

Jennifer.Dowd@dcf.state.nj.us

Include the Job Posting # in the subject line of your email.

Alternate Filing:

If unable to file electronically applicants may forward a cover letter and resume (including Job Posting #) to:

**Andrea Maxwell, Manager 1 Human Resources
Department of Children and Families
Office of Human Resources
P.O. Box 717
Trenton, NJ 08625**