



NEW JERSEY DEPARTMENT OF AGRICULTURE
200 RIVERVIEW PLAZA
P.O. BOX 330
TRENTON, NJ 08625-0862



NOTICE OF JOB VACANCY

TITLE: TES Legal Assistant (Temporary Employment Services – 944 hrs. per fiscal year)	ANNOUNCEMENT #: 20-25	ISSUE DATE: 6/11/2025 CLOSING DATE: 7/27/2025 (AMENDED)
SALARY: \$40.00/hr (or commensurate with experience)		<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC
LOCATION: Trenton, New Jersey		
JOB DESCRIPTION		
Under the direction of the Legal Specialist (licensed attorney), New Jersey Department of Agriculture, Legal Assistant provides administrative support and general assistance; research and drafts regulations and prepares legal analyses; reviews and revises agreements and other legal documents; research legal issues and policies; reports findings of research and draft memos; does other related work as required.		
REQUIREMENTS		
<p>SKILLS/EXPERIENCE: Seeking an attorney for a part-time position, averaging 20 hours per week during standard business hours (9:00 AM to 5:00 PM). Candidates must have experience performing legal work, such as drafting legal memos and contracts, preparing legal correspondence, consulting with clients and attorneys, and responding to subpoenas.</p> <p>Proficiency in Microsoft Office and experience with Westlaw or LexisNexis are required. Familiarity with New Jersey laws and regulations such as the Administrative Procedure Act, the Open Public Meetings Act, the Open Public Records Act, the State Ethics Code, or agricultural law (e.g., Right to Farm, humane treatment regulations) is a plus.</p> <p>Applicants must submit a writing sample which demonstrates their ability to perform legal research and communicate clearly. Writing samples may be of any length, but for longer submissions, please indicate a specific page-range for us to consider.</p> <p>Previous office experience is a plus; excellent writing skills, critical thinking, and organizational skills are highly important.</p> <p>EDUCATION: Juris Doctor</p> <p>NOTE: All college degrees (both U.S. and non-U.S.) and/or transcripts from a college or university must already be evaluated for accreditation by the closing date of posting. Transcripts (if required) must be submitted with a resume. Failure to comply with these requirements may result in ineligibility.</p> <p>FOREIGN DEGREES: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission, and failure to submit the required evaluation may result in an ineligibility determination. For additional information, please refer to the Civil Service Commission’s website at: http://www.state.nj.us/csc/seekers/about/steps/step2.html</p> <p>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.</p> <p>AUTHORIZATION TO WORK: The selected candidate must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services regulations.</p> <p>NOTE: The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.</p>		
IMPORTANT NOTICE		
Effective September 1, 2011, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.		
ELECTRONIC FILING INSTRUCTIONS		
Interested applicants must email a cover letter, including the announcement number, resume, and transcripts by the closing date of this Notice of Job Vacancy to njdajobs@ag.nj.gov .		
SAME PROGRAM INFORMATION		

SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B letter), must be submitted to njdajobs@ag.nj.gov along with your resume, cover letter, announcement number, and transcript (if position has a degree requirement) 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: CSC-SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

BENEFIT(S)*

* Pursuant to the State/Department’s policy, procedures and/or guidelines

TES benefits include: Earned Sick time

The New Jersey Department of Agriculture is an Equal Employment Opportunity Employer