



**JOB VACANCY POSTING**

**POSTING #:** 208-24 **ISSUE DATE:** May 14, 2024  
**TITLE:** **PARALEGAL TECHNICIAN 1  
(CLASSIFIED COMPETITIVE)** **CLOSING DATE:** May 28, 2024  
**LOCATION:** Department of Children and Families (DCF)  
Hudson South LO- #463  
Gateway Plaza 4th Floor  
1 Harmon Meadow Blvd.  
Secaucus, NJ 07094  
**POSITIONS:** **RANGE:** A17  
**DISTRIBUTION:** DEPARTMENT WIDE **SALARY:** \$50,229.66- \$70,780.62

**SCOPE OF ELIGIBILITY:** Open to employees of the Department of Children and Families who are permanent in an approved Civil Service Commission non-competitive title or permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

**SPECIAL NOTE:** This position may be eligible to work remotely for up to two days in a calendar week.

**DEFINITION:** Under the limited supervision of a supervisory official, 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.

**EXPERIENCE:** Two (2) 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.

**RESUME NOTE:** Eligibility determinations will be based upon information presented on the resume only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.

**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.

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

**IMPORTANT NOTICE**

**RESIDENCY** - Effective 9/1/11, 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 he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

**Electronic Filing:**

Forward a cover letter and resume as a **single PDF document**, saving the file by your **Last Name, First Name** to:  
[Job.Posting@dcf.nj.gov](mailto:Job.Posting@dcf.nj.gov)

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

**The Department of Children and Families is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.**