



State of New Jersey

PHILIP D. MURPHY
Governor

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

GURBIR S. GREWAL
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

November 13, 2020 NOTICE OF JOB VACANCY #20-245

This is a repost of vacancy announcement #20-195; previous applicants need not reapply.

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Office of Public Integrity & Accountability, for applicants who meet the requirements indicated below:

TITLE: Attorney Assistant

SALARY: \$52,278.74 to \$73,926.08

LOCATION: Office of Public Integrity & Accountability
240 Cedar Knolls Road **OR** 25 Market Street **OR** 5 Executive Campus, Suite 2
Cedar Knolls, NJ (North) Trenton, NJ (Central) Cherry Hill, NJ (South)

NUMBER OF POSITIONS AVAILABLE: One (1). Location preference required.

DUTIES: Under direction of the Executive Director, Director, Chief of Staff, or other executive officers in the Office of Public Integrity & Accountability ("OPIA") or the Department of Law & Public Safety, shall assist in the management and processing of all Open Public Records Act (OPRA) requests to OPIA, including those relating to the Shooting Response Unit and Corruption Bureau. Ability to design and manage a tracking system for a high volume of requests while collaborating with legal counsel in the performance of duties including, but not limited to, the review all OPRA, common law and similarly situated requests for information/records received by OPIA; research, clarification and coordination of responsive records; determines whether records are exempt from disclosure, or require audio/video redactions based upon case law, directives, regulations, etc.; drafts receipts/responses to requests; provides responsive documents within the prescribed time frame; seeks appropriate extensions for requests; coordinates with internal and external agencies/offices regarding requests; maintains and tracks OPRA requests and folders; works flexible or non-traditional hours as required; assists with responding to all related appeals to the Court or Government Records Council and/or collaborates with legal counsel on all appellate and related issues; effectively utilizes various computer databases and software applications to exercise judgment regarding redacting videos, audio and documents using available technology, including Ikena. On an as-needed basis, this position will also assist with special projects related to law enforcement services; may perform other related duties, as required.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE: Two (2) years of paralegal or legal/legislative research experience.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated above on a year for year basis.

NOTE: A Bachelor's degree in Law may be substituted for both the education and experience requirements listed above.

NOTE: Applicants who do not possess a Bachelor's degree may substitute an Associate's degree as a Legal Assistant or in Paralegal Studies or, successful completion of a two (2) year approved course in Paralegal Training at a recognized educational institution for two (2) years of college education.

PREFERENCE: Preference will be given to candidates with prior OPRA experience and who are bilingual in Spanish & English. Please indicate bilingual abilities in your cover email or letter.

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.

If qualified, please submit a cover letter indicating interest in job vacancy announcement #20-245 with desired location preference and a current resume on or before the closing date of December 1, 2020:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

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

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.

