



## 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

### October 6, 2022 NOTICE OF JOB VACANCY #22-527

Opportunities currently exist in the classified service with the Department of Law & Public Safety, Division of Law, for current State employees with permanent service in a competitive title, or the approved non-competitive title, who meet the requirements specified below:

**TITLE:** Paralegal Technician 1  
**SALARY:** \$48,531.07 to \$68,387.05

**LOCATIONS:**

Division of Law  
25 Market Street  
Trenton, NJ 08625  
*Seven (7) Vacancies*

**AND**

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

Division of Law  
124 Halsey Street  
Newark, NJ 07102  
*Three (3) Vacancies*

**AND**

Division of Law  
4 Echelon Plaza / 201 Laurel Road  
Voorhees, NJ 08043  
*One (1) Vacancy*

**NUMBER OF POSITIONS AVAILABLE:** Twelve (12) as indicated above. *Location preference required.*

**DUTIES:** 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.

**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 #22-527, with desired location preference, and current resume to:***

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto: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.

