



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

TAHESHA L. WAY
Lt. Governor

ERIN ZIPPEL
Chief Administrative Officer

March 21, 2024 NOTICE OF JOB VACANCY #24-118

Opportunities currently exists in the classified service with the Department of Law and Public Safety, Division of Law, for current State employees with permanent service in a competitive title who meet the requirements specified below:

TITLE: Legal Secretary 1

SALARY: \$45,990.49 to \$64,588.90

LOCATIONS:

Division of Law

25 Market Street
Trenton, NJ 08625

Fifteen (15) Vacancies

AND

Division of Law

124 Halsey Street
Newark, NJ 07102

Twelve (12) Vacancies

AND

Division of Law

4 Echelon Plaza / 201 Laurel Road
Voorhees, NJ 08043

One (1) Vacancy

NUMBER OF POSITIONS AVAILABLE: Twenty-eight (28) as noted above. Location preference required.

DUTIES: Under direction of an attorney or other supervisory official in a state department or agency, or local government jurisdiction, transcribes or types dictation irrespective of medium, which is of a complex legal nature and requires a comprehensive knowledge of legal procedure and terminology; may act as a lead worker over other clerical and or secretarial employees; maintains dockets, looks up references, and generally functions in the capacity of a secretary; does other related duties. Please see the Civil Service Commission (CSC) job specification for additional information at info.csc.state.nj.us/jobspec/24832.htm.

REQUIREMENTS

EXPERIENCE: Two (2) years of experience in transcribing or typing legal dictation or documents.

NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

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.

RESUME NOTE: Eligibility determinations are based solely upon the information presented on your resume. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation, approved by the Civil Service Commission, indicating its U.S. equivalency prior to the closing date. Failure to do so may result in disqualification.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

HOW TO APPLY: If qualified, please send a cover letter to the Recruitment Coordinator via email at Jobs@njoag.gov indicating interest in job vacancy announcement #24-118 with desired location preference and a current resume on or before the closing date of **April 21, 2024**.

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.

