



## State of New Jersey

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

PHILIP D. MURPHY  
*Governor*

TAHESHA L. WAY  
*Lt. Governor*

MATTHEW J. PLATKIN  
*Attorney General*

ERIN ZIPPEL  
*Chief Administrative Officer*

July 17, 2024

### NOTICE OF JOB VACANCY

#24-264

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 who meet the requirements specified below:

**TITLE:** Supervisor of Legal Secretarial Services

**SALARY:** \$50,229.66 to \$70,780.62

**LOCATIONS:** Division of Law Division of Law  
4 Echelon Plaza 25 Market Street  
201 Laurel Road **AND** Trenton, NJ 08625  
Voorhees, NJ 08043 ***Six (6) Vacancies***  
***One (1) Vacancy***

**NUMBER OF POSITIONS:** Seven (7) – as noted above. Location preference required.

**DUTIES:** Under direction of a Section Chief (Deputy Attorney General 1 or higher) supervises the work activities of legal secretaries and other clerical personnel performing transcription, irrespective of medium, within a section or similar organizational component; does other related duties. Please see the Civil Service Commission (CSC) job specification for additional information: <https://info.csc.state.nj.us/jobspec/23835.htm>

### **REQUIREMENTS**

**EXPERIENCE:** Four (4) years of experience in legal secretarial work, two (2) years of which shall have been as a lead worker or supervisor and have included the assignment of work to legal secretaries and other clerical employees.

**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 for experience and education will be based upon the resume and unofficial transcripts submitted at the time of application. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see [CSC foreign degree information](#)). Failure to do so may result in disqualification of your education towards eligibility.

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 submit a cover letter indicating interest in job vacancy announcement #24-264, a current resume and a copy of your final unofficial transcripts and/or foreign degree evaluation, (if applicable) to the Recruitment Coordinator via email at [jobs@njoag.gov](mailto:jobs@njoag.gov) on or before the closing date of **August 17, 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.

