



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2025 - 074 - B	<b>ISSUE DATE:</b> June 26, 2025	<b>CLOSING DATE:</b> July 10, 2025
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<b>TITLE:</b> Legal Assistant 3, OAL	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> Office of Administrative Law	<b>TITLE CODE:</b> 36305 <b>RANGE:</b> P 25
<b>UNIT:</b> Legal and Research and Writing	<b>WORKWEEK:</b> NL (35 hours)
<b>LOCATION:</b> 33 Washington Street, Newark, NJ	<b>SALARY RANGE:</b> \$74,534.83 - \$105,943.75

### JOB DESCRIPTION

The Office of Legal Research and Writing within the Office of Administrative Law (OAL) is seeking candidates for the position of Legal Assistant 3, OAL. In this role, you will conduct legal research and writing to assist administrative law judges in handling contested case issues of moderate to significant complexity.

Strong legal research and writing skills, along with extensive experience using Lexis, are essential for this position. You may be required to provide expedited assistance to Judges in emergent matters, which may require any combination of the following: compiling relevant statutes, case laws, and regulations, and preparing verbal or written summaries of case area, attend hearings, being present when minors testify in certain cases. Additionally, you may assist annual law clerks by offering routine guidance on OAL hearing processes, instructions in advanced Lexis research techniques, and occasionally reviewing completed memos. Responsibilities may also include updating case specific bench manuals utilized by judges and legal staff and preparing overview legal memoranda in new case areas transmitted to the OAL.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.



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### POSITION REQUIREMENTS

**Education:** Graduation from an accredited Law School with a Juris Doctor (J.D.) or a Bachelor of Laws (L.L.B.) degree.

-AND-

One (1) year of legal research experience with a public or private agency.

**Note:** One (1) year of clerkship may be substituted for one (1) year of experience.

**Note:** 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.

### IMPORTANT NOTES

**Note to current state employees:** Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.

**Note to new appointments:** **Starting Salary:**  
In accordance with N.J.A.C. Title 4A, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range.

**Provisional Appointment:**  
Appointee will serve provisionally pending an open-competitive examination. In order to become permanent in this title, you must file for and successfully pass a Civil Service Commission open-competitive examination and be reachable for appointment in the resultant list, followed by a four (4) month working test period. (PAOC)



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## GENERAL INFORMATION

**Vacancy Notice:**

This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.

**Foreign Degrees:**

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense and must be included in your application submission by the closing date.

**NJ SAME Program:**

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or visit <https://nj.gov/csc/same/overview/index.shtml>.

**NJ Veteran's Preference:**

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

## INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

**If you are qualified, please submit the documents listed below by 5:00 p.m. on July 10, 2025:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2025-074-B Legal Assistant 3, OAL" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

*Antoinette Sargent/nr*

Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*