



NEW JERSEY DEPARTMENT OF THE TREASURY NOTICE OF VACANCY

POSTING #: 2023 - 078 - P	ISSUE DATE: May 26, 2023	CLOSING DATE: June 9, 2023
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TITLE: Law Clerk	OPEN TO: General Public
FUNCTIONAL TITLE: Judicial Law Clerk	TITLE CODE: 30464 RANGE: P20
DIVISION: Office of Administrative Law	WORKWEEK: NL (35 hours)
LOCATION: Trenton, Newark, or Atlantic City, New Jersey	SALARY RANGE: \$ 63,136.03

JOB DESCRIPTION

The Office of Administrative Law (OAL) is an executive branch agency with locations in suburban Trenton, downtown Newark, and Atlantic City. Currently, more than forty full-time administrative law judges preside over contested cases in a wide variety of areas – e.g., environmental; civil service; Medicaid; public utilities; motor vehicles; education; special education; pensions; civil rights; health; alcoholic beverage control; economic assistance; insurance; and professional boards.

The OAL hires law clerks for a one-year term, which begins the Wednesday after Labor Day. Depending on certain factors, the one-year term could be extended to two years. Law clerks provide essential legal research and writing on questions that arise in a contested case. This is a writing intensive clerkship in which each clerk completes approximately 55 memoranda during the clerkship year in numerous contested case areas, and for a number of different judges. Every assignment is personally reviewed by a supervising attorney and the requesting judge. The law clerk position affords an excellent opportunity to gain exposure to procedural and substantive aspects of administrative law, and to polish research and writing skills. There is also ample opportunity to observe hearings and other pre-trial procedures such as conferences and settlements. Preference will be given to candidates with a B+ or better in legal research and writing; overall GPA of at least 3.2

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot 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, Pension, supplemental pension plan, tax saving programs, and paid holidays.

POSITION REQUIREMENTS

Education: Graduation from an accredited law school or university with a Juris Doctorate (JD) degree and the ability to meet the qualifications for admittance to the New Jersey Law Bar Examination.



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IMPORTANT NOTES

SAME Applicants: Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date. For information, visit <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

Veteran's Preference: Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For information, visit: <http://www.state.nj.us/csc/seekers/veterans>.

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. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency: In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization: Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on June 9, 2023:

- Cover letter/Letter of interest
- Resume
- Official or Unofficial Transcript reflecting the date the degree was awarded
- A recent legal writing sample

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2023- 078 - P Law Clerk" in the Subject Line)

Submissions must be received timely to the email address listed above 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.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by: Antoinette Sargent (nr)
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer