



NEW JERSEY DEPARTMENT OF THE TREASURY INTERNSHIP OPPORTUNITY

POSTING #: 2023 - 009-1	ISSUE DATE: October 18, 2023	CLOSING DATE: November 6, 2023
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TITLE: Paid Intern (Law Student)	HOURLY RATE: \$21.50
DIVISION: Administrative Law	WORKWEEK: Up to 25 hours
UNIT: Administrative Law	LOCATION: Trenton, NJ or Newark, NJ

JOB DESCRIPTION

The New Jersey Department of the Treasury's and its In-But-Not-Of Agencies are currently accepting applications for internship opportunities. The internship opportunities aim to provide highly motivated undergraduate, graduate, doctoral, or law students with compensated hands-on training and work experience. Participating divisions will offer special projects and assignments designed to prepare students for their future careers.

The Office of Administrative Law (OAL) is an executive branch agency with locations in suburban Trenton, downtown Newark, and Atlantic City. Currently, more than fifty 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 NJ Office of Administrative Law is looking for current law students to serve as paid interns in its Newark and Trenton offices.

Gain real-world research, analytical, and writing experience under the guidance of administrative law judges, supervising attorneys, and current law clerks.

Interns will gain exposure to the procedural aspects of administrative law and a wide variety of substantive areas, which may include environmental, employment, education, special education, consumer affairs, and human services. Duties will include conducting legal research on issues that arise in contested cases; reviewing final agency decisions; cataloging legal memoranda; as well as observing hearings and other pre-trial procedures.

Requested Background:

- Impeccable research and writing skills
- B+ or better in Legal Research & Writing
- Overall GPA of at least 3.2

Work Schedule: Monday through Friday, typically during the hours of 9 am - 4 pm, but flexible to accommodate class schedules. A hybrid work schedule is available.

POSITION REQUIREMENTS

Age Requirement: Must be at least 17 years of age

Enrollment Status: Currently enrolled as a full-time law student

New Jersey First Act: In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principal residence in New Jersey within one (1) year of employment. For additional information, please visit the website listed below.

<https://www.nj.gov/labor/research-info/njfirst.shtml>

HOW TO APPLY

Documents Required To Apply:

- [Treasury Internship Application](#)
- Resume
- Cover Letter
- Copy of Unofficial Transcript
- Two (2) letters of recommendation
- Writing Sample

Please submit the documents listed above by 5:00 p.m. on **November 6, 2023** to the following email address:

Treasury Internship Recruiter
Treas.Internship@treas.nj.gov &
Jennifer.Campbell@oal.nj.gov

(Please list "2023-009-1 OAL" in the Subject Line)
Interviews will be granted on the basis of the resume.