NEW JERSEY DEPARTMENT OF THE TREASURY
NOTICE OF VACANCY

POSTING #:	ISSUE DATE:	CLOSING DATE:
2026 - 136 - S	November 18, 2026	December 3, 2026

TITLE: Legal Secretary 1	**OPEN TO:** State Wide (all Departments/State Employees)
DIVISION: Police and Firemen's Retirement System of NJ	**TITLE CODE:** 24832 **RANGE:** A15
UNIT: Legal	**WORKWEEK:** 35 Hours
LOCATION: 50 West State Street, Trenton, NJ	**SALARY RANGE:** $50,990.49 - $73,901.79

JOB DESCRIPTION

The Police and Firemen's Retirement System of NJ (PFRSNJ) is seeking a Legal Secretary 1 for their Legal Unit. Under direction of the Chief Legal Officer, an attorney, or other supervisory official of the PFRSNJ, performs responsible and complex legal secretarial and administrative work requiring comprehensive knowledge of legal terminology, legal procedures, pension-related matters, and office practices. The incumbent will be responsible for the following duties:

- Prepares, processes, organizes, and maintains legal documents, correspondence, case files, contracts, administrative records, and other confidential materials.
- Provides administrative and litigation support to the Chief Legal Officer, staff attorneys, and other authorized legal unit personnel.
- Assists with the coordination and tracking of matters involving the PFRSNJ Board of Trustees.
- Maintain confidential legal files involving litigation, administrative proceedings, disability retirement matters, pension determinations, contract, investigations, personnel matters, ethics matters, regulatory issues, and other sensitive PFRSNJ business.
- Maintains litigation and administrative case files and tracks significant filing dates, hearings, conferences, discovery deadlines, Board matters, and other legal deadlines.
- Maintains calendars for attorneys and schedules meetings, conferences, hearings, interviews, depositions, and other legal proceedings. Performs other legal related duties as required.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's telework program **or** Alternate Workweek Program (AWP). The telework program allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The AWP offers eligible employees alternative work hours and schedules to facilitate a more vital work-life balance. The AWP does not change the number of hours worked per pay period; however, it allows for a varied distribution of work hours during the week to grant an additional day or half-day(s) off, as approved by management. Details will be made available throughout the interview process. 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

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 thirty (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.

IMPORTANT NOTES

Open to the following: 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.

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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.

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 December 3, 2026:

- 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
(Please list the "2026–136–S Legal Secretary 1" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Sandi DeLuca

Sandi DeLuca, Acting Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer