



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2024 - 048 - B	<b>ISSUE DATE:</b> February 14, 2024	<b>CLOSING DATE:</b> March 21, 2024
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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> Multiple	<b>WORKWEEK:</b> NL (35 hours)
<b>LOCATION:</b> Hamilton, New Jersey & Newark, New Jersey	<b>SALARY RANGE:</b> \$72,014.33 - \$102,361.07

### JOB DESCRIPTION

The New Jersey Office of Administrative Law is seeking candidates for a Legal Assistant 3, OAL.

#### **Legal Research & Writing Unit**

This position will be responsible for performing legal research and writing for administrative law judges involving contested case issues that are moderate to significantly complicated. The ideal candidate should have sophisticated legal research and writing skills, including thorough experience and knowledge of Lexis. Any legal memoranda prepared must be comprehensive, organized, concise, and cogent. Other duties include providing expedited assistance to judges in emergent matters, assisting annual law clerks, updating case-specific bench manuals utilized by judges and legal staff, and preparing overviews of legal memoranda in new case areas transmittal to the Office of Administrative Law.

#### **Judicial Support & Standard/Procedures**

This position will assist the Assistant Director of Judicial Standards and Practices with the Open Public Records Act (OPRA), Ethics, and Judicial Evaluation. Under supervision, ensure that the legal requirements for public records requests, either through OPRA or subpoena, are satisfied. Under supervision, ensures that all ethics policies and procedures for all OAL staff are followed, which include review and approval of Conflicts of interest forms, Attendance at Events forms, and other related duties. Formal training will be provided for OPRA and Ethics. The Office of Administrative Law evaluates the administrative law judges using anonymous external questionnaires to litigants. This position will assist with aspects of the judicial evaluation process, which includes the processing of final agency decisions and compiling other related documents.

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 with a Juris Doctor (J.D.) or a Bachelor of Laws (L.L.B.) degree.

**Experience:** 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.

**License:** Appointees must possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

**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.

**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. This is not a promotional announcement. 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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## 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 indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto: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 more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

**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.

**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 more information, please 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 March 21, 2024:**

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

**Treasury Employment Recruiter**

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

**(Please list the "2024-048-B - Legal Assistant 3, OAL" 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*