



STATE OF NEW JERSEY
OFFICE OF ADMINISTRATIVE LAW
Law Clerks
P.O. Box 049
Trenton, NJ 08625

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 annually 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.

- Hiring criteria: B+ or better in legal research and writing; overall GPA of at least 3.2
- Current compensation package: **Salary of \$63,136.03**; general medical and dental benefits; vacation and sick leave
- Currently, the position is **partially remote**, with law clerks working three days in the office and two days remotely each week.

Interested students should send a cover letter, resume, transcript, and writing sample to Jennifer L. Campbell, Esq., Assistant Director for Legal Research, at the above address or by e-mail to jennifer.campbell@oal.nj.gov.