NOTICE OF VACANCY
Posting Number: WLM-2022-05T

DIVISION/PROGRAM: ( ) DEPARTMENT: ( ) NJ STATE EMPLOYEES: (X) GENERAL PUBLIC:
TITLE: Paralegal (Temp)

SALARY: $20.00/per hour
OPENING DATE: 7/28/2022
CLOSING DATE: 8/11/2022
EXISTING VACANCIES: One (1)
WORKWEEK: 35 Workweek

PROGRAM/LOCATION: DEPARTMENT OF ENVIRONMENTAL PROTECTION
Watershed and Land Management
501 East State Street 2nd floor
Trenton, NJ 08625

SCOPE OF ELIGIBILITY: Open to applicants who meet the requirements below.

SPECIFIC TO THE POSITION: Assist attorney(s) by providing clerical and research support services including documents preparation and review; research, investigation, and fact checking; and trial preparation.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with an Associate's degree in Paralegal Studies or, an Associate Degree and a Certificate of Proficiency in Paralegal Studies.

NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

LICENSE: Appointees will be required to possess a driver’s license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESIDENCY: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the “New Jersey First Act”.

AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship, and Immigration Services Regulations. NOTE: The State of New Jersey does not provide sponsorship for citizenship to the United States.

NOTE: Interviews will be granted based on the cover letter, resume, and credentials submitted in response to this notice.

To qualify for New Jersey Veterans Preference/status, you must establish Veterans Preference through the Department of Military and Veterans’ Affairs. Please submit proof of your Veterans Preference along with your resume as indicated below. For more information, please visit https://www.nj.gov/military/veterans/services/civil-service-preference/

Per Executive Order 253, all State employees are required to be fully vaccinated against COVID-19 or undergo weekly testing. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this NOV.

SUBMIT LETTER OF INTEREST, RESUME AND E-MAIL ADDRESS BY 4:00 PM ON THE CLOSING DATE TO:
Sam Baldeo
Watershed and Land Management
E-mail Address: LUM.Resumes@dep.nj.gov
Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.
Please indicate how you heard about the position in the body of the email.

POSTING AUTHORIZED BY: Phiroza Stoneback, Manager
Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.