NEW JERSEY DEPARTMENT OF THE TREASURY
NOTICE OF VACANCY

POSTING #:	ISSUE DATE:	CLOSING DATE:
2026 - 130 - B	October 22, 2026	November 19, 2026

TITLE: Judicial Support Specialist OAL	**OPEN TO:** General Public
DIVISION: Office of Administrative Law	**TITLE CODE:** 24838 **RANGE:** P19
UNIT: Office of Judicial Standards and Practices	**WORKWEEK:** 35 Hours
LOCATION: 1601 Atlantic Ave, Atlantic City, NJ 08401	**SALARY RANGE:** $60,876.32 - $88,742.92

JOB DESCRIPTION

The Office of Administrative Law is seeking a Judicial Support Specialist OAL for the Office of Judicial Standards and Practices. Under supervision, the Judicial Support Specialist assists in the administrative coordination of case management procedures for three (3) Administrative Law Judges (ALJs) so that the administrative hearing process will proceed smoothly and efficiently. The incumbent is responsible for:

- Preparing and proofreading initial decisions, orders, and correspondences.
- Answering telephones and taking appropriate, detailed messages.
- Appropriately handling mail, photocopies, and faxes.
- Independently scheduling prehearings, status conferences, conference calls, and plenary hearing in a timely fashion and within Federal and State time requirements while acting as the point of contact for litigants and their legal representatives to assist with the procedural aspect of the administrative hearing process.
- Maintaining the ALJs PM hearing calendars.
- Timely maintaining and updating both the decision log and open case log for assigned ALJs, ensuring that all judicial proceedings and decisions are completed within statutory timeframes.
- Cooperating with the supervisor and co-workers in providing any type of assistance to fellow assistants or other staff members.
- Reading, recording, and/or otherwise learning office regulations and requirements relating to initial decisions, OAL unit procedures, and other policies. Performs other related duties as needed.

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

Education & Experience: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Six (6) years of professional experience coordinating various activities related to the processing of judicial/legal cases, or as a paralegal.

-OR-

Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.

-OR-

Possession of an associate's degree in any field; and four (4) years of the above-mentioned professional experience.

Note: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

IMPORTANT NOTES

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. 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.

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.

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.

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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.

NJ SAME Program: In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit https://nj.gov/csc/same/overview/index.shtml.

NJ Veteran's Preference: New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: Civil Service Preference for Veterans.

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.

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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 November 19, 2026:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)
- If you have established Veteran's Preference, you must include a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS to apply your preference to this job vacancy posting.
- If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date.

Treasury Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please list the "2026- 130 - B Judicial Support Specialist OAL" 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