



# State of New Jersey

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

PHILIP D. MURPHY  
Governor

SHEILA Y. OLIVER  
Lt. Governor

GURBIR S. GREWAL  
Attorney General

WILLIAM H. CRANFORD  
Acting Administrator

April 7, 2020  
**NOTICE OF JOB VACANCY**  
**#20-140**

Opportunities currently exist in the classified service with the Department of Law & Public Safety, Division of Law, for current State employees with permanent service in a competitive title who meet the requirements specified below:

**TITLE:** Paralegal Technician 2

**SALARY:** \$52,278.74 to \$73,926.08

**LOCATION:** Division of Law  
25 Market Street  
Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** Eight (8)

**DUTIES:** Under the direction of an attorney or other supervisory official, supervises paralegal staff and personally performs the more complex work involved in the research of laws, rules, and regulations, the investigation of facts, and the preparation of documents for use in briefs, pleadings, appeals, and other legal actions; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; does other related duties as required..

### 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:** Possession of a Juris Doctorate (JD) degree may be substituted for the above education.

**NOTE:** Rule 1:20-20(a) prohibits attorneys who have been disbarred, resigned with prejudice, transferred to disability-inactive status, or under suspension from the practice of law in this or any other jurisdiction from being employed as paralegals/legal assistants in the State of New Jersey.

**EXPERIENCE:** Three (3) years of experience as a paralegal in a law firm, legal tribunal, or legal department in a public or private entity whose primary function is the research, enactment, enforcement, or litigation of legal matters.

**LICENSE:** Appointee 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.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

***If qualified, please send a cover letter indicating interest in job vacancy #20-140 with desired location preference and a current resume on or before the closing date of April 21, 2020 to:***

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

**-OR-**

Recruitment Coordinator  
Division of Administration  
P.O. Box 081  
Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

