



State of New Jersey

PHILIP D. MURPHY
Governor

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

GURBIR S. GREWAL
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

May 14, 2021 NOTICE OF JOB VACANCY #21-166

Opportunities currently exists in the unclassified service with the Department of Law & Public Safety, Division of Consumer Affairs, for applicants who meet the requirements listed below:

TITLE: Attorney Assistant

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

LOCATION: Division of Consumer Affairs
124 Halsey Street
Newark, NJ 07102

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under supervision of the Deputy Director or other supervisory official in the Division of Consumer Affairs, performs legal research and prepares documents, reports, summaries and recommendations to be used by legal staff in judicial documents, legal papers, and attorney memoranda; performs other related work as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Two (2) years of paralegal or legal/legislative research experience.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated above on a year for year basis.

NOTE: A Bachelor's degree in Law may be substituted for both the education and experience requirements listed above.

NOTE: Applicants who do not possess a Bachelor's degree may substitute an Associate's degree as a Legal Assistant or in Paralegal Studies or, successful completion of a two (2) year approved course in Paralegal Training at a recognized educational institution for two (2) years of college education.

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 required to perform the essential duties of the position.

PREFERENCE: Preference will be given to applicants with a Paralegal certificate or training; experience working in a legal setting for a government agency or private law firm.

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

If qualified, please send a cover letter indicating interest in job vacancy announcement #21-166 and a current resume on or before the closing date of May 28, 2021 to:

Recruitment Coordinator
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.

