An opportunity currently exists in the classified service with the State Ethics Commission, which is in, but not of, the Department of Law and Public Safety, for current State employees with permanent service in a competitive title who meet the requirements specified below:

**TITLE:** Legal Secretary 1

**SALARY:** $43,563.98 to $61,181.03

**LOCATION:** State Ethics Commission
225 East State Street
Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under direction of an attorney or other supervisory official in the State Ethics Commission, transcribes or types dictation irrespective of medium, which is of a complex legal nature and requires a comprehensive knowledge of legal procedure and terminology; may act as a lead worker over other clerical and or secretarial employees; maintains dockets, looks up references, and generally functions in the capacity of a secretary; does other related duties.

**REQUIREMENTS**

**EXPERIENCE:** Two (2) years of experience in transcribing or typing legal dictation or documents.

**NOTE:** Successful completion of a clerical training program with a minimum of 700 classroom training hours or thirty (30) semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

**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.

Appointees will be required to be compliant with all Executive Orders (EO), mandates, policies, and directives related to Covid-19, including testing and vaccinations, and including but not limited to EO 252 (Murphy), EO 283 (Murphy) and/or EO 290 (Murphy).

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

**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 announcement #33-373 and a current resume on or before the closing date of July 21, 2022 to:

Shanna Cook, Administrative Assistant
State Ethics Commission
P.O. Box 082
Trenton NJ 08625-082
Fax: (609) 633-9252
Email: Shanna.Cook@ethics.nj.gov

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 State Ethics Commission 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.