



State of New Jersey

PHILIP D. MURPHY
Governor

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

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March 9, 2023
NOTICE OF JOB VACANCY
#23-176

This is a repost of #22-471; previous applicants need not to reapply.

Temporary employment services opportunities currently exist with the Department of Law and Public Safety, Division of Criminal Justice for applicants who meet the requirements specified below:

TITLE: Special Services
(Hourly Attorney Assistant)
SALARY: \$30.37 to \$34.56 per hour
LOCATION: [Division of Criminal Justice](#)
Appellate Bureau
Hughes Justice Complex, Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under general supervision of the Bureau Chief or other supervisory officers in the Appellate Bureau or Division of Criminal Justice, reviews files; prepares files, documents, reports, summaries and makes recommendations to be used by legal staff concerning storage and maintenance of appellate documents, legal papers, and attorney memoranda; coordinates record management related to appellate documents in accordance with appropriate retention schedules; works with electronic record keeping and management systems; prepares, reviews and syncs transcripts and related appellate records; scans and prepares appellate documents for storage; performs other tasks for the Appellate Bureau, as required or needed.

REQUIREMENTS

EDUCATION: Graduation from an accredited college 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: 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.

PREFERENCE: Preference will be given to candidates with criminal justice experience who possess excellent organizational skills.

SPECIAL NOTE: Special Services positions are filled on a part-time, temporary basis during normal business hours. Candidates appointed to a Special Services title will be limited to 944 work hours in a fiscal year.

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.

SAME APPLICANTS: If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated above. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

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

If qualified, please send a cover letter indicating interest in job vacancy announcement #23-176 and a current resume on or before the closing date of March 23, 2023 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.

