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Lt. Governor

State of New Jersey
STATE ETHICS COMMISSION
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September 11, 2023
NOTICE OF JOB VACANCY
#23-556

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: \$44,435.26 to \$62,404.66

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 a state department or agency, or local government jurisdiction, 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. Please see the Civil Service Commission (CSC) job specification for additional information at info.csc.state.nj.us/jobspec/24832.htm

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.

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.

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 #23-556 and a current resume on or before the closing date of September 25, 2023 to:

Shanna Cook, Executive Assistant
State Ethics Commission
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Email: Shanna.Cook@ethics.nj.gov