



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

MATTHEW J. PLATKIN
Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

January 31, 2023
NOTICE OF JOB VACANCY
#23-63

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Criminal Justice, for applicants who meet the requirements indicated below:

TITLE: Attorney Assistant
SALARY: \$55,478.62 to \$78,450.85
LOCATION: Division of Criminal Justice
Office of Securities Fraud and Financial Crimes Prosecutions
Newark, NJ **OR** Whippany, NJ
(*Statewide travel between offices required for work responsibilities*)

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the general supervision of the Director of the Division of Criminal Justice, Legal Chief of the Office of Securities Fraud and Financial Crimes Prosecutions (the Office), or the Office's investigative and prosecutorial leadership team; performs legal research and prepares documents, reports, summaries, correspondence, memoranda and other legal documents; provides a variety of paralegal support to staff, including assisting in all filings, managing case files, and organizing the team's work flow; makes recommendations to be used by legal staff; coordinates discovery; performs trial preparation, including preparation of trial exhibits and exhibit lists; works closely with attorneys and detectives in case preparation; attends and actively assists during court proceedings and trials throughout the State; works with Sanction and other trial presentation software; prepares, reviews and syncs transcripts; sets up trial equipment; schedules witnesses; provides general administrative support; performs other tasks related to litigation preparation and execution; and does related work as required.

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: Appointee will be required to possess a driver's license valid in New Jersey.

PREFERENCE: Preference will be given to applicants who have criminal justice experience, specifically with complex financial investigations and prosecutions; those with data management experience; and a demonstrated ability to review and manage substantial electronic and paper records/files.

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 submit a cover letter indicating interest in job vacancy announcement #23-63 and a current resume on or before the closing date of February 14, 2023:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

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

Applications submitted directly to the Division of Criminal Justice will not be considered.

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.

