



State of New Jersey

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

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

MATTHEW J. PLATKIN
Attorney General

ERIN ZIPPEL
Chief Administrative Officer

March 21, 2024
NOTICE OF JOB VACANCY
#24-117

Opportunities currently exists in the classified service with the Department of Law and Public Safety, Division of Law, for applicants who meet the requirements specified below:

TITLE: Legal Secretary 2
SALARY: \$42,145.16 to \$59,030.30

LOCATIONS:

Division of Law
25 Market St. & 50 W. State Street
Trenton, NJ 08625
(20) Vacancies

AND
Division of Law
124 Halsey Street
Newark, NJ 07102
Eight (8) Vacancies

AND
Division of Law
4 Echelon Plaza
201 Laurel Road
Voorhees, NJ 08043
Three (3) Vacancies

NUMBER OF POSITIONS AVAILABLE: Thirty-One (31) as indicated above. Location preference required.

DUTIES: Under supervision of an attorney or other supervisory official in a state department or agency, or local government jurisdiction, transcribes or types legal dictation irrespective of medium; maintains dockets, looks up references, and functions in the capacity of secretary; does other related work. Please see the Civil Service Commission (CSC) job specification for more information here.

REQUIREMENTS

EXPERIENCE: One (1) year 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 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: 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.

SPECIAL NOTE: Appointment to this title may be made provisionally, pending the outcome of an open-competitive examination (PAOC). If selected for the position and appointed PAOC, you will be required to apply for the open-competitive examination, when issued by the Civil Service Commission for this title, pass and be reachable on the resulting certification list to become permanent in the position. Appointees who fail to be reachable on the resulting list are subject to removal. Current State employees will be considered for a provisional appointment pending promotional exam procedures, if permissible.

RESUME NOTE: Eligibility determinations are based solely upon the information presented on your resume. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation, approved by the Civil Service Commission, indicating its U.S. equivalency prior to the closing date. Failure to do so may result in disqualification.

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

HOW TO APPLY: If qualified, please email the Recruitment Coordinator at Jobs@njoag.gov a cover letter indicating interest in job vacancy announcement #24-117 with desired location preference and a current resume.

This announcement will remain open until all vacancies have been filled.

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.

