



State of New Jersey

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

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Governor

TAHESHA L. WAY
Lt. Governor

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Attorney General

ERIN ZIPPEL
Chief Administrative Officer

May 13, 2024
NOTICE OF JOB VACANCY
#24-220

This is a repost of vacancy announcement #23-709; previous applicants need not reapply.

Opportunities currently exist in the unclassified service with the Department of Law and Public Safety, Office of the Insurance Fraud Prosecutor, for applicants who meet the requirements specified below:

TITLE: Attorney Assistant

SALARY: \$57,420.37 to \$81,196.66

LOCATIONS: [Office of the Insurance Fraud Prosecutor](#)

Medicaid Fraud Control Unit
25 Market Street
Trenton, NJ 08625
One (1) Vacancy

AND

[Office of the Insurance Fraud Prosecutor](#)

Medicaid Fraud Control Unit
1 Apollo Drive
Whippany, NJ 07981
One (1) Vacancy

NUMBER OF POSITIONS AVAILABLE: Two (2) – location preference required.

DUTIES: Under general supervision of a supervisory official in the Office of the Insurance Fraud Prosecutor, coordinates and produces discovery; handles document production and trial preparation, including evidence, exhibits, and Sanction; identifies and works with expert witnesses; organizes and synthesizes transcripts; attends court proceedings; manages case files; performs and organizes legal research; supports the review of body-worn camera footage; and performs other related duties 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 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 insurance or financial crimes experience.

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 below. For more information on the SAME Program email: SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

RESUME NOTE: Eligibility determinations for experience and education will be based upon the resume and unofficial transcripts submitted at the time of application. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see [CSC foreign degree information](#)). Failure to do so may result in disqualification of your education towards eligibility.

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 send a cover letter indicating interest in job vacancy announcement #24-220 with location preference, a current resume, and unofficial college transcripts or foreign degree evaluation (if any credits earned) to the Recruitment Coordinator via email at jobs@njoag.gov on or before the closing date of **June 13, 2024**.

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.

