



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF STATE POLICE
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Lt. Governor

March 11, 2025
NOTICE OF JOB VACANCY
#I&IT 37-24P

OPEN TO: Applicants who meet the requirements listed below:

TITLE: Paralegal Technician 1

SALARY: \$51,987.70 - \$73,257.94 (35 ww)

LOCATION: Identification & Information Technology Section
State Bureau of Identification
Criminal Information Unit
Division Headquarters
West Trenton, NJ 08628

NUMBER OF VACANCIES: One (1)

DUTIES: Under the limited supervision of a supervisory official, research laws, rules, and regulations, investigates facts, and prepares documents for use in briefs, pleadings, appeals, and other legal actions; does other related duties as required.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with an Associate's degree in Paralegal Studies or, an Associate Degree and a Certificate of Proficiency in Paralegal Studies.

NOTE: Possession of a Juris Doctorate (JD) degree may be substituted for the above education.

NOTE: Rule 1:20-20(a) prohibits attorneys who have been disbarred, resigned with prejudice, transferred to disability-inactive status, or under suspension from the practice of law in this or any other jurisdiction from being employed as paralegals/legal assistants in the State of New Jersey.

EXPERIENCE: Two (2) years of experience as a paralegal in a law firm, legal tribunal, or legal department in a public or private entity whose primary function is research, enactment, enforcement, or litigation of legal matters.

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 eligible list to become permanent in the position. Appointees who fail to be reachable on the resulting eligible list are subject to removal.

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.

RESUME NOTE: Eligibility determinations will be based upon information presented in the 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 will result in your ineligibility.

If interested, please send an email indicating the title and posting # in the subject line and include a current resume, copy of unofficial transcripts (this is required if using education to qualify), and any applicable licenses or certifications before the closing date of March 24, 2025 to:

NJSPresumes@njsp.gov

The New Jersey Division of State Police 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. 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.



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