



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2023 - 152 - B	ISSUE DATE: November 15, 2023	CLOSING DATE: January 16, 2024
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TITLE: Judicial Support Specialist OAL	OPEN TO: General Public
DIVISION: Office of Administrative Law	TITLE CODE: 24838 RANGE: P19
UNIT: Administrative Law	WORKWEEK: 35 Hours
LOCATION: Hamilton Township or Atlantic City, NJ	SALARY RANGE: \$54,906.96 - \$77,527.65

JOB DESCRIPTION

The State of New Jersey, Office of Administrative Law (OAL), seeks a well-organized, detailed oriented individual with excellent interpersonal and communication skills to support two or more Administrative Law Judges.

Under supervision, the Judicial Assistant assists in the administrative coordination of case management procedures related to cases heard by Administrative Law Judges; acts as point of contact for litigants and their legal representatives to assist them with the procedural aspects of the administrative hearing process; ensures that all judicial proceedings and decisions are completed within statutory timeframes and provides administrative support to one or more Administrative Law Judges. The selected individual must have strong typing, proofreading, technical and administrative skills. Duties will include but are not limited to: conforming judge's orders and decisions and maintaining the workflow in and out of the judge's chambers; proofreading typed material for accuracy and correct punctuation, spelling and grammar; managing of incoming and outgoing communications, including mail, telephone, case conference calls and follow-up of same. Responsible for coordinating calendar control for all proceedings. Also, formatting and typing judicial opinions and other legal documents; composing routine correspondence, such as form letters or standard replies to inquiries; composing non-routine correspondence. This position will perform other related duties as required.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

POSITION REQUIREMENTS

- Education:** Graduation from an accredited college or university with a Bachelor's degree.
- Experience:** Two (2) years of experience coordinating various activities related to the processing of judicial/legal cases, or as a paralegal.
- Note:** Applicants who do not possess the required education may substitute additional experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.
- Note:** Possession of an associate's degree in any field supplemented by two (2) additional years of experience as indicated above may be substituted for the education requirement.
- Provisional Appointment:** Appointee will serve provisionally pending an open-competitive examination. In order to become permanent in this title, you must file for and successfully pass a Civil Service Commission open-competitive examination and be reachable for appointment in the resultant list, followed by a four (4) month working test period.
- Note to Current State Employees:** Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed below. This is not a promotional announcement. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.



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IMPORTANT NOTES

SAME Applicants:

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

Veteran's Preference:

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

Starting Salary:

In accordance with N.J.A.C. Title 4A, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range.

Foreign Degrees:

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on January 16, 2024:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2023-152-B Judicial Support Specialist OAL" in the Subject Line)

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer