



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2025 - 005 - D	<b>ISSUE DATE:</b> April 21, 2025	<b>CLOSING DATE:</b> May 5, 2025
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<b>TITLE:</b> Supervising Judicial Support Specialist OAL	<b>OPEN TO:</b> Division Wide
<b>DIVISION:</b> Office of Administrative Law	<b>TITLE CODE:</b> 24837 <b>RANGE:</b> R23
<b>UNIT:</b> Office of Administrative Law	<b>WORKWEEK:</b> NE (35 hours)
<b>LOCATION:</b> Quakerbridge Plaza, Hamilton, New Jersey	<b>SALARY RANGE:</b> \$68,049.63 - \$96,532.47

### POSITION DESCRIPTION

The Office of Administrative Law seeks to fill a Supervising Judicial Support Specialist position. Under the general supervision of the Assistant Director or other supervisory official in the Office of Administrative Law, supervises a team of Judicial Support Specialists responsible for coordinating various activities related to the processing of cases once they are assigned to an Administrative Law Judge; monitors workflow and emergent deadlines to ensure that all judicial proceedings and decisions are completed within statutory timelines; may function in the capacity of a Judicial Support Specialist and provide coverage for colleagues in their absence so that judges are supported at all times; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff. Responsible for coordinating calendar control for all proceedings, 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. Performs other related duties as required.

### POSITION REQUIREMENTS:

**Open to the following:** Open to full-time employees within the **Office of Administrative Law** who have permanent status in a competitive title and who meet the requirements listed below.

**Experience/ Education:** Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Eight (8) years of professional experience coordinating various activities related to the processing of judicial/legal cases, or as a paralegal.

**OR**

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience.

**OR**

Possession of an associate's degree in any field; and six (6) years of the above-mentioned professional experience.

**Note:** "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

**License:** Appointee may 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.



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## INSTRUCTIONS TO APPLY:

If you are qualified and are interested, please send your cover letter and resume via email by

**5:00 p.m. on May 5, 2025:**

Department of the Treasury

Division of Administration, Office of Human Resources

Attn: Poretta King

Email address: [Management.Relations@treas.nj.gov](mailto:Management.Relations@treas.nj.gov)

Please list "**2025-005-D – Supervising Judicial Support Specialist**" 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: *Sandra DeLuca/ggs*  
Sandi DeLuca, Manager 2 Human Resources

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