



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 – 010 – D	ISSUE DATE: August 15, 2025	CLOSING DATE: August 29, 2025
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TITLE: Legal Assistant 2 OAL	OPEN TO: Division Wide
DIVISION: Office of Administrative Law	TITLE CODE: 36306 RANGE: R27
UNIT: Legal Research & Editing	WORKWEEK: NL (35 hours)
LOCATION: 33 Washington Street, Newark, New Jersey 07102	SALARY RANGE: \$84,547.83 - \$124,365.93

POSITION DESCRIPTION

The Office of Administrative Law seeks to fill a Legal Assistant 2 OAL position. Under the direction of the Manager of the Office of Administrative Law, performs complex legal research and writing. Updates bench manuals and other legal reference materials. Assist judges in all phases of legal research and writing. Supervises law clerks. Reviews legal memoranda prepared by law clerks. Assist law clerks with legal research and writing. Oversee OAL Newark's Legal Internship Program. Participates in recruiting efforts at Newark area law schools. Performs other related duties as required.

POSITION REQUIREMENTS:

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

Education: Graduation from an accredited Law School with a Juris Doctor (J.D.) or a Bachelor of Laws (L.L.B.) degree.

Experience: Two (2) years of legal research experience with a public or private agency.

Note: One (1) year of clerkship may be substituted for one (1) year of the above experience.

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 August 29, 2025:

Department of the Treasury
Division of Administration, Office of Human Resources
Attn: Poretta King
Email address: Management.Relations@treas.nj.gov

Please list "**2025-010-D – Legal Assistant 2 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:


Garrett Gomez-Spillane, Manager 2, Human Resources

The State of New Jersey is an Equal Opportunity Employer