



N.J. PUBLIC EMPLOYMENT RELATIONS COMMISSION

NOTICE OF VACANCY

POSTING #: 2023-002	ISSUE DATE: September 20, 2023	CLOSING DATE: October 18, 2023
TITLE: PARALEGAL TECHNICIAN ASSISTANT	OPEN TO: State-Wide – Classified, Non-Competitive Position	
SECTION: Unfair Practices & Representation	TITLE CODE: RANGE: A13	
LOCATION: 495 W. State St., Trenton, NJ	SALARY RANGE: \$40,719.93 - \$57,034.14	

POSITION DESCRIPTION

GENERAL INFORMATION: The Public Employment Relations Commission (PERC) is seeking a Paralegal Technician Assistant. PERC resolves labor relations issues involving public employers, public employees, and unions that represent public employees. Such issues include representation matters, the scope of negotiations, unfair practices, mediation, fact-finding, and arbitration.

DEFINITION: Under the close supervision of a supervisory official, assists in researching laws, rules, and regulations, investigating facts, and preparing documents for use in briefs, pleadings, appeals, and other legal actions; does other related duties as required.

EXAMPLES OF WORK:

- Assists in the preparation of all PERC correspondence with pleading parties.
- Assists in the preparation of formal pleadings in unfair practice conferences and hearings, including Complaints and Notices of hearing. Prepares and formats Hearing Examiner decisions.
- Promptly and accurately docket all representation cases filed with agency, review file for defects.
- Accurately type and proofread documents under restricted time limits.
- Assists in organizing and maintaining information related to the function of the section to ensure ready accessibility to such information and retrieves such information upon request.

REQUIREMENTS

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

NOTE: A Juris Doctorate (JD) degree may be substituted for the above education requirement.

NOTE: Rule 1:20-20(a) prohibits attorneys that 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: One to three years of paralegal experience preferred but not required.

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.

INSTRUCTIONS

Interested applicants should submit a resume, cover letter and proof of paralegal certification or JD to: resumes@perc.state.nj.us or mail to:

Recruitment
PERC
P.O. Box 429
Trenton, NJ 08625-0429

IMPORTANT NOTES

EQUAL OPPORTUNITY: New Jersey is an Equal Opportunity Employer.

SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.

RESIDENCY: Please note Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are “grandfathered.” New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.