



NEW JERSEY DIVISION OF RATE COUNSEL

NOTICE OF VACANCY

Legal Secretary 1

SALARY RANGE: \$41,051.30- \$57,652.25 (A15)

WORKWEEK: 35 Hour Workweek

POSTING PERIOD FROM: September 23, 2019

TO: October 7, 2019

OPEN TO: Unit Scope: General Public
 Division Wide
 Department Wide (open to Treasury employees)
 State Wide (all Departments/State employees)

DIVISION/LOCATION:
Division of Rate Counsel
140 East Front Street
Trenton, NJ 08625

JOB DESCRIPTION: Under supervision of an attorney within the Division of Rate Counsel, assists in the timely preparation and service of legal briefs, discovery, testimony and other documents; prepares legal documents that are professional in form and content, mails and/or hand delivers within established timelines; prepares Requests for Proposal (RFP), service lists and/or letters for new cases as assigned by attorneys or paralegal within established timelines; maintains calendars for assigned attorneys; prepares state-required forms for assigned attorneys; opens files for new cases within five days of receipt; ensures that all working files are current & organized; disseminates periodicals to attorneys & maintains periodical binders; performs office duties, such as copying, answering phones, filling in for receptionist, deliveries, and maintaining files on an as needed basis ; does other job related duties upon request.

REQUIREMENTS: Open to the general public who meet the requirements listed below:

EXPERIENCE: Two (2) years of experience in transcribing or typing legal dictation or documents.

NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or thirty (30) semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

SPECIAL NOTE: A working knowledge of computer programs and postage, fax and copy machines is preferred.

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


If you are interested in this employment opportunity, please send your cover letter, resume and application for employment via email only. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

NJ Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please use "Legal Secretary 1- Rate Counsel" in the Subject Line)

Your application for employment must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application. To obtain an application for employment, go to: <https://www.nj.gov/treasury/administration/pdf/hr-application.pdf>.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:



Douglas J. Ianni
Director of Administration and
Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer