



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2025 - 062 - B	<b>ISSUE DATE:</b> April 28, 2025	<b>CLOSING DATE:</b> May 27, 2025
-------------------------------------	--------------------------------------	--------------------------------------

<b>TITLE:</b> Paralegal Technician 1	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> Rate Counsel	<b>TITLE CODE:</b> 30461 <b>RANGE:</b> A 17
<b>UNIT:</b> Rate Counsel	<b>WORKWEEK:</b> 35 Hours
<b>LOCATION:</b> 140 East Front Street, 4th Floor, Trenton, NJ	<b>SALARY RANGE:</b> \$51,987.70 - \$73,257.94

### JOB DESCRIPTION

The New Jersey Division of Rate Counsel seeks to hire a Paralegal Technician 1. Under the direction of a supervisor, researches laws, rules, and regulations, investigates facts, and prepares documents for use in briefs, pleadings, appeals, and other legal actions; performs other related duties as required.

The Paralegal Technician 1 will be responsible for researching legal areas of concern to members of the legal staff relating to issues involving the work of the agency. Conducts independent research into legal areas of concern regarding his/her own work and preparation. Responsibilities include drafting memoranda, communicating the discussion of legal topics and the review and consideration of issues related to the work of the legal section, including memorialization of legal research. The appointee will prepare formal correspondences to agencies, courts, legislators, and others with whom the employing agency must correspond, involving legal points of interest and matters in issue.

The incumbent will prepare formal correspondence in response to citizen inquiries and other similar matters, prepare formal pleadings in the nature of complaints, answers, motions, interrogatories, and other appropriate documents for utilization in proceedings before courts and agencies. Reviews cited legal decisions to determine their precedential value, and proofread legal documents. Organizes and maintains information related to the function of the legal section to ensure ready accessibility and efficient retrieval of information. Assists in the instruction and guidance of clerical support personnel when directly related to the legal functions being performed. Additionally, the position holder will be required to learn to utilize various types of electronic and/or manual recording and information system used by the agency, office, or related units.

**Be advised, the Civil Service Commission issued an Open Competitive announcement for this title on April 1, 2025 (S0320G) with a closing date of April 21, 2025.** In order to be considered for this opportunity, you must have applied for the announcement issued by the Civil Service Commission and provide confirmation of submission when responding to this Notice of Vacancy.

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.



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

### POSITION REQUIREMENTS

- Education:** Graduation from an accredited college or university with an Associate's degree in Paralegal Studies or, an Associate Degree and a Certificate of Proficiency in Paralegal Studies. Please upload a copy of your transcript/certificate with your application. Failure to do so will result in ineligibility.
- Experience:** Two (2) years of experience as a paralegal in a law firm, legal tribunal, or legal department in a public or private entity whose primary function is the research, enactment, enforcement, or litigation of legal matters.
- Note:** Possession of a Juris Doctorate (JD) degree may be substituted for the above education.
- Note:** Rule 1:20-20(a) prohibits attorneys who 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.

### IMPORTANT NOTES

- Note to current state employees:** Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. 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.
- Note to new appointments:**
- 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.
- 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. (PAOC)



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

### GENERAL INFORMATION

**Vacancy Notice:**

This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.

**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 and must be included in your application submission by the closing date.

**NJ SAME Program:**

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or visit <https://nj.gov/csc/same/overview/index.shtml>.

**NJ Veteran's Preference:**

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

### INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below 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.

**If you are qualified, please submit the documents listed below by 5:00 p.m. on May 27, 2025:**

- Cover letter/Letter of interest
- Resume
- **Applicants from the Public:** Confirmation of submission to announcement [S0320G](#)
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)

**Treasury Employment Recruiter**

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

(Please list the "2025-062-B Paralegal Technician 1" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

*Antoinette Sargent (nr)*

Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*