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GOVERNOR

STATE OF NEW JERSEY
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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LT. GOVERNOR

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ADMINISTRATOR

September 8, 2017
NOTICE OF JOB VACANCY
#17-216

An opportunity currently exists in the unclassified service within the Department of Law & Public Safety, Office of the Attorney General, for applicants who meet the below requirements:

TITLE: Attorney Assistant
SALARY: \$49,263.43 to \$69,662.11
LOCATION: Office of the Attorney General
State Medical Examiner's Office
Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the supervision of a supervisory official within the State Medical Examiner's Office or other executive within the Department of Law and Public Safety, conducts legal research, prepares documents, reports, and summaries for use in legal documents, court filings, and attorney memorandum. Performs related paralegal type work and other duties as required.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE: Two (2) years of paralegal or legal/legislative research experience.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated above on a year for year basis. A Bachelor's degree in Law may be substituted for both the education and experience requirements listed above.

NOTE: Applicants who do not possess a Bachelor's degree may substitute an Associate's degree as a Legal Assistant or in Paralegal Studies or, successful completion of a two (2) year approved course in Paralegal Training at a recognized educational institution for two (2) years of college education.

NOTE: Appointee 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.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

If interested, please send a cover letter indicating job vacancy #17-216 and current resume before the closing date of September 22, 2017 to:

Recruitment Coordinator
LPS.HumanResources@njoag.gov

-OR-

Recruitment Coordinator
Office of the Attorney General
P.O. Box 081
Trenton, NJ 08625-0085

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

