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GOVERNOR

STATE OF NEW JERSEY
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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November 3, 2017
NOTICE OF JOB VACANCY
#17-274

An opportunity currently exists in unclassified service with the Department of Law and Public Safety, Division of State Police, for Department of Law & Public Safety employees who meet the requirements listed below:

TITLE: Paralegal Technician 2
SALARY: \$43,094.21 to \$60,725.57
LOCATION: Division of State Police
Office of Professional Standards
Civil Proceedings Unit
River Road, W. Trenton, NJ

NUMBER OF VACANCIES: One (1)

DUTIES: Under limited supervision, performs the research of laws, rules and regulations, the investigation of facts, and the preparation of documents used in briefs, pleadings, appeals, and other legal actions; does related work.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with an Associate's degree as a Legal Assistant or in Paralegal Studies or, an Associate or Bachelor's Degree and a Certificate of Proficiency in Paralegal Studies.

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

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: 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.

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.

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 #17-274 and current resume before the closing date of November 17, 2017 to:

njsp_resumes@gw.njsp.org

-OR-

*Terri Kuntz, Manager 2
Division of State Police
Office of Human Resources
PO Box 7068
W. Trenton, NJ 08628-0068*

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.

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.

