



State of New Jersey

PHILIP D. MURPHY  
Governor

OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 080  
TRENTON, NJ 08625-0081

GURBIR S. GREWAL  
Attorney General

SHEILA Y. OLIVER  
Lt. Governor

JENNIFER E. FRADEL  
Administrator

October 31, 2018  
NOTICE OF JOB VACANCY  
#18-272

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Office of the Insurance Fraud Prosecutor, for applicants who meet the requirements specified below:

**TITLE:** Special Services (Hourly Technical Assistant, Legal Activities)

**SALARY:** \$24.63 to \$27.99 per hour

**LOCATIONS:** Office of the Insurance Fraud Prosecutor  
25 Market Street, 4<sup>th</sup> Floor  
Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under the direction of a supervisory official in the Office of the Insurance Fraud Prosecutor, who is responsible for management of the regulatory and contested case process, coordinates formal and/or contested case proceedings with the Office of Administrative Law and New Jersey Courts; coordinates discovery; prepares trial exhibits and exhibit lists; works closely with trial attorneys and detectives in case preparation; attends and actively assists during court proceedings and trials throughout the State; works with Sanction and other trial presentation software; prepares, reviews and syncs transcripts; sets up trial equipment; schedules witnesses; performs other tasks related to case intake, litigation preparation and execution; does related work as required.

**REQUIREMENTS**

**EXPERIENCE:** Five (5) years of experience in a public or private agency, assisting a professional staff in paralegal activities, including but not limited to the gathering, review, research, proofreading, recording and/or processing of legal documents, accepting legal documents such as subpoenas, summons, and so forth, and taking appropriate action.

**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.

**PREFERENCE:** Preference will be given to applicants who demonstrate excellent written and oral communication skills and have familiarity with Sanction software.

**SPECIAL NOTE:** Special Services positions are filled on a part-time, temporary basis. Candidates appointed to a Special Services title will be limited to 944 work hours in a fiscal year.

**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 #18-272 and current resume on or before the closing date of November 14, 2018 to:*

Recruitment Coordinator:  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

-OR-

Recruitment Coordinator  
Office of the Attorney General  
Human Resource Management  
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.

