



# State of New Jersey

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

PHILIP D. MURPHY  
*Governor*

TAHESHA L. WAY  
*Lt. Governor*

MATTHEW J. PLATKIN  
*Attorney General*

ERIN ZIPPEL  
*Chief Administrative Officer*

## May 1, 2025 NOTICE OF JOB VACANCY #25-129

Opportunities currently exist in the unclassified service with the Department of Law and Public Safety, Division of Law, for applicants who meet the requirements specified below:

**TITLE:** Law Clerk

**SALARY:** \$59,430.08 to \$84,038.60

**LOCATIONS:** [Division of Law](#) **AND** [Division of Law](#) **AND** [Division of Law](#)  
 25 Market Street **AND** 124 Halsey Street **AND** 4 Echelon Plaza  
 Trenton, NJ 08625 Newark, NJ 07102 201 Laurel Road  
 Voorhees, NJ 08043

**NUMBER OF POSITIONS AVAILABLE:** Thirty (30) – location preference required.

The New Jersey Division of Law is organized into [eight \(8\) practice groups](#), each overseen by an Assistant Attorney General in-charge and comprising a total of [thirty-three \(33\) sections](#). These groups provide specialized legal support to various state agencies and cover a wide range of legal areas, including litigation, regulatory enforcement, and legal counsel.

**DUTIES:** Under the direction of the Section Chief and Assistant Section Chief and other supervisory officials in the Division of Law, Department of Law and Public Safety, this position will assist Division of Law attorneys with performing one or more of the following: conducting legal research, and managing paperwork, including drafting and editing legal documents, reviewing briefs, motions, orders and opinion. Performs other related duties as required.

### **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited law school or university with a Juris Doctorate (JD) degree and the ability to meet the qualifications for admittance to the New Jersey Law Bar Examination.

**LICENSE:** 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.

**SAME APPLICANTS:** If you are applying under the NJ “SAME” program, you must check the box when completing your online application and submit your Schedule A or B letter along with your resume and any other required supporting documents indicated below, on or before the closing date. For more information on the SAME Program please visit the [NJ CSC SAME Program](#), [email](#): or call CSC at (609) 292-4144, option 3.

**RESUME NOTE:** Eligibility determinations for experience and education will be based upon the resume, including required supporting documents (JD transcripts). Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see [CSC foreign degree information](#)). Failure to do so may result in disqualification of your education towards eligibility.

All offers of employment are conditional, subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

**HOW TO APPLY:** If qualified, please upload a cover letter indicating interest in job vacancy announcement #25-129, location preference, a current resume with bar admissions and dates (if any), a copy of your final unofficial undergraduate and JD transcripts and/or foreign degree evaluation, a legal writing sample, and proof of pending NJ bar admission, to the Recruitment Coordinator via the following [link](#). *Applications will not be accepted via email.*

***This announcement will remain open until all vacancies are filled.***

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.

