POSITION DESCRIPTION

The Office of Attorney Ethics is seeking an individual to perform legal research, and draft briefs and memoranda for complex, financially-oriented attorney disciplinary cases. The selected individual will also prepare investigative reports and pleadings for pending ethics cases and will assist ethics counsel in preparing for oral argument before the Supreme Court of New Jersey and the Supreme Court’s Disciplinary Review Board.

REQUIREMENTS

EXPERIENCE: Satisfactory completion of one year of law school or current enrollment as a first year law student with substantial legal writing experience.

NOTE: Excellent writing skills are essential. This position is limited to a maximum of 944 hours in a given fiscal year.

DRIVER’S 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 essential duties of the position.

AUTHORIZATION TO WORK: US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.

SPECIAL NOTE: Newly hired employees must agree to a thorough background check that will include fingerprinting. All data received will be kept in strict confidence except to inform the individual of the findings and what action will be taken as a result of this information.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” all persons newly hired by the Judiciary must establish, and then maintain, principal residence in the State of New Jersey.

INFORMATION FOR APPLICANTS

Applicants should submit a cover letter and current resume complete with announcement number, both day and evening telephone numbers and e-mail address by April 16, 2015 to: Recruitment.Mailbox@Judiciary.state.nj.us – OR – Announcement #15-53-15, Judiciary Personnel Office, Richard J. Hughes Justice Complex, P.O. Box 989, Trenton, NJ 08625. If you are responding to more than one Notice of Vacancy, please submit a copy of your resume/cover letter for each posting. Please include the announcement number in the subject line of your email submission.

The New Jersey Judiciary consists of: the Supreme Court, the Superior Court including the Appellate Division and the Trial Court of the 15 vicinages in New Jersey, the Tax Court and the Municipal Court System. The Administrative Office of the Courts provides technical assistance, operational support, training, research and development, budget and personnel coordination, and development and operation of information systems for the Courts of New Jersey.

THE JUDICIARY OF NEW JERSEY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER COMMITTED TO ENSURING AN OPEN DOOR TO JUSTICE