



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Attorney Assistant [Unclassified]			Salary P20 \$53,324.31 - \$75,404.64
Posting Number 593-21	Position Number 924599	Number of Positions 1	Posting Period * From: 11/29/2021 To: 12/13/2021
Location: Office of the Chief State Medical Examiner 120 South Stockton Street, 3rd Floor, Trenton			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Working with the Regulatory Officer 1, this position will understand and interpret laws and regulations in support of the Office of the Chief State Medical Examiner and prepare responses to inquiries regarding legal matters and draft, coordinate and implement the revision of the regulations governing the practice of the NJ medical examiner system. The selected candidate will assist the Regulatory Officer 1 and Chief State Medical Examiner in the supervisory role over the County Medical Examiners in disciplinary procedures regarding compliance to the laws, regulations and guidelines. Process and prepare legal correspondence on behalf of the Chief State Medical Examiner as well as to citizen complaints regarding the certified cause and manner of death by the County Medical Examiners; assist in overseeing the processing for Open Public Record Act requests to include Chief State Medical Examiner official documents, autopsies and reports as part of the case file, comprehensive/compiled statistical data and reports from government agencies, private non-profit agencies, educational institutions, law enforcement and media. Will also work with the Regulatory Officer 1 reviewing and preparing contracts and Memorandum of Agreements/Understandings between the Office of the Chief State Medical Examiner and other governmental agencies and independent consultants.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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.

NOTE: 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.

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.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:

PSTSME@doh.nj.gov

- Mail the required documents to:

**Jill Velez, Administrative Analyst 3
Office of the State Medical Examiner
Reference Posting #593-21
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360**

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

** Responses received after the closing date MAY be considered if the position is not filled.*

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: 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 may result in your ineligibility.*