



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS

**POSTING NUMBER:** HR19-0097

**ISSUE DATE:** September 18, 2019

**TITLE:** Paralegal Technician 1

**CLOSING DATE:** October 2, 2019

**DIVISION / OFFICE /UNIT:** Codes & Standards  
Homeowner Protection

**SALARY RANGE:** A17: \$44,835.21 - \$63,179.01

**LOCATION:** 101 S Broad Street, Trenton

**NUMBER OF POSITIONS:** 1

- OPEN TO:**
- Department-Wide (Department of Community Affairs Employees ONLY)
  - All Departments/Agencies (State Employees with permanent status ONLY)
  - General Public and/or State Employees

**DESCRIPTION OF MAJOR DUTIES:**

In the Division of Codes and Standards, Bureau of Homeowner Protection, the Paralegal Technician is needed to conduct initial review of applications for registration to insure the applications comply with legal requirements of NJAC 5:26. Initial review of applications for exemption from the legal requirements of NJAC 5:26. Research legal areas of concern to the Association Regulation Unit; inform staff of any changes to requirements. Assist with processing of complaints received by the Association Regulations owner against their community association relative to the units four legal areas of jurisdiction. Review and process Continuing Care Retirement Community applications for Certificate of Authority, Annual Disclosure Statements and amendments to annual disclosure statements pursuant to NJAC 5:19. Research and review legislation effecting NJAC 5:19; does other related duties as required.

**REQUIREMENTS**

*(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)*

**EDUCATION:**

Graduation from an accredited college or university with an Associate's degree in Paralegal Studies or, an Associate Degree and a Certificate of Proficiency in Paralegal Studies.

**NOTE:** Possession of a Juris Doctorate (JD) degree may be substituted for the above education.

**NOTE:** Rule 1:20-20(a) prohibits attorneys who have been disbarred, resigned with prejudice, transferred to disability-inactive status, 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.

- A promotable eligible exists within the unit scope.
- A promotional list exists within the unit scope.
- An open competitive list exists.

**Please submit a resume including any required documents (degree, licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:**

New Jersey Department of Community Affairs  
Office of Human Resources  
**HR19-0097**  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov)

*Interviews will be granted based on resume*

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment UNLESS OTHERWISE EXEMPTED FROM THE LAW. *The New Jersey Department of Community Affairs is an Equal Opportunity Employer*