



State of New Jersey
DEPARTMENT OF BANKING AND INSURANCE
OFFICE OF HUMAN RESOURCES

PHIL MURPHY
Governor

MARLENE CARIDE
Commissioner

SHEILA OLIVER
Lt. Governor

TEL (609) 292-7272
FAX (609) 599-6803

ILA BHATNAGAR
Assistant Commissioner

NOTICE OF VACANCY
STATE-WIDE – OPEN TO THE PUBLIC

POSTING NO.:	BIA-2020-063	POSTING DATE:	October 2, 2020
TITLE:	Paralegal Technician Assistant	CLOSING DATE:	October 16, 2020
FUNCTIONAL TITLE:	OPRA Custodian and Records Retention Handler	RANGE:	A13
LOCATION:	Trenton, NJ	SALARY:	\$38,371.30 - \$53,744.56

OPEN TO: Candidates who meet the requirements specified below, subject to current promotional and hiring restrictions.

DEFINITION

Under the close supervision of a supervisory official, assists in researching laws, rules, and regulations, investigating facts, and preparing documents for use in briefs, pleadings, appeals, and other legal actions; does other related duties as required.

Responsibilities include:

- Function as main Open Public Records Act (OPRA) Custodian for the Department
- Monitor OPRA email box at all times, including after normal business hours, and promptly process all OPRA requests
- Take initiative on review and analysis of all OPRA matters and proactively draft responses for further review
- Immediately review all requests submitted to the Department pursuant to OPRA (N.J.S.A 47:1A-1 et seq.)
- Promptly seek responsive public records in possession of the Department (hard copy as well as electronic)
- Engage in privileged consultation and deliberation regarding requests and proposed responses
- Fully assess and evaluate requests and proposed responsive documents for relevancy, privilege, exemptions and all applicable issues prior to drafting proposed response
- Draft proposed OPRA responses, inclusive of all applicable privileges and exemptions asserted
- Review and redact records as appropriate pursuant to OPRA and all applicable statutes, rules and regulations
- Effectively and concisely communicate all OPRA requests and all related questions, issues and proposed drafts along with presenting proposed documents for release internally within the Department as well as externally as approved by selected candidate's Manager
- Seek authorization for requests for extension where appropriate
- Maintain accurate, up-to-date, easily readable daily and weekly accessible charts of all OPRA requests
- Work closely and effectively with other units within Department including but not limited to Human Resources, Employee Relations, Equal Employment Opportunity/Affirmative Action Officer and Ethics Liaison Officer to the extent that any overlapping issues present themselves
- Review and familiarize self with DOBI regulations as provided
- Apply exemptions and regulations when drafting OPRA responses as appropriate, transferring information gleaned from prior OPRA requests to similar future OPRA requests or scenarios
- Provide legal review for of documents and/or issues pertaining to proper retention, storage and destruction of DOBI's official business records
- Performs thorough review and reference to the State General Record Retention Schedule, DOBI Record Retention Schedules and N.J.A.C. 15:3-1.6 regarding the storage of public records
- Perform all work efficiently and independently while also effectively functioning as a member of a team of personnel as needed

REQUIREMENTS

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.

SPECIAL NOTE: Preferred candidates will possess the following qualifications:

- **At least two (2) years of OPRA-handling experience required. Applicants that do not possess this experience will not be considered**
- **Clear, concise, effective communicator**
- **Pleasant, patient and helpful phone demeanor to assist public and respond to inquiries**

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, or 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.

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.

RESIDENCY REQUIREMENTS: In accordance with the New Jersey First Act, [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), effective September 1, 2011, newly hired State government employees must reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements are subject to removal from employment.

Interested applicants should submit a *letter of interest and resume* in PDF format by October 16, 2020 to: human.resources@dobi.nj.gov. Please include Posting No. BIA-2020-063 in the subject line of your email.