

Job Opening

Job Title: Legal Secretary (Provisional Appointment)

Last Date for Filing: 04/24/2026

Job Description: Immediate provisional appointment for Legal Secretary available with the Burlington County Board of Social Services. Two years' experience required. Job duties include conducting legal research, preparing court cases for fair hearings, registering cases, assisting with overpayments, ordering supplies, pulling and filing cases.

Salary: \$53,469/yr. 35 hours/week. Medical/dental/pension. Applicants must reside in New Jersey. Preference given to Burlington County residents. Public sector position. EEO/AA.

Send letter of interest and resume to: employment@bcbss.org

Deadline to respond is Friday, April 24, 2026