



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

GURBIR S. GREWAL
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

September 29, 2020 NOTICE OF JOB VACANCY #20-229

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Criminal Justice, for applicants who meet the requirements indicated below:

TITLE: Deputy Attorney General 1
(Bureau Chief)

SALARY: \$105,495.83 to \$147,689.19

LOCATION: Division of Criminal Justice
Prosecutor's Supervision & Training Bureau
Trenton, NJ 08625
Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under administrative direction of the Director of the Division of Criminal Justice (the "Division"), Attorney General, or other executive officers in the Division or Department of Law and Public Safety (the "Department"), the Bureau Chief has managerial and oversight responsibility for the Prosecutors Supervision & Training Bureau (the "Bureau"), which plans, supervises, and undertakes the administrative and programmatic duties to fulfill the Attorney General's statutory mandate to exercise general supervisory authority over each of the twenty-one County Prosecutors' Offices and their respective local police departments. The Bureau Chief is also responsible for coordinating and successfully implementing various and ongoing Special Projects for the Attorney General and the Division, and represents them on various Supreme Court committees, councils, specialized committees and advisory groups. The Bureau Chief will oversee all Bureau functions and supervise all employees within the Bureau, including two Deputy Bureau Chiefs. The Bureau Chief will assist all County Prosecutors with specialized litigation; provide legal advice, serve as liaison and coordinator between the Department and County Prosecutors' Offices on a variety of statewide law enforcement and policy issues; develop guidelines, policies, directives, and protocols for prosecutors and police departments; conduct audits of office procedures, finances, files, confidential informants, complaints, Internal Affairs, and evidence handling; oversee and provides training on legal and law enforcement subject-matters; provide administrative support to County Prosecutors with personnel, facilities, operational needs, and conflict cases; and review and approve recommendations from County Prosecutors on requests for immunity, forfeiture matters and bid waivers. The Bureau Chief is responsible for the lawful transfer of power when new County Prosecutors are appointed. The Bureau Chief is also responsible for all matters related to the Division Training Academy and Police Training Commission (PTC) and all assigned staff; providing training, certifications, course curriculum, and legal counsel to the PTC; revising and updating curriculum and instruction when necessary; and overseeing the Continuing Law Enforcement Affirmative Relations Institute (CLEAR). The Bureau Chief also oversees the Division's Cultural Diversity, Community Outreach and Community Policing efforts by developing training programs, participating in programming, organizing faith-based outreach programs in communities, and coordinating meetings with County Prosecutors' Bias Crimes Liaison Officers and other events to increase citizen relationships with the law enforcement community; performs other duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with a Juris Doctor. Admission to practice as an Attorney at Law in the State of New Jersey is required.

EXPERIENCE: Five (5) years of experience as a practicing attorney, two (2) years of which shall have been in a supervisory capacity.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey.

PREFERENCE: Preference will be given to candidates who have experience with County Prosecutors' Offices, working knowledge of Attorney General Guidelines and Directives, and experience in coordinating and training prosecutors and law enforcement; and/or demonstrated ability to work effectively with a broad cross-section of stakeholders; and possess excellent written and oral communications skills.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. 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.

If qualified, please send a cover letter indicating interest in job vacancy #20-229, a current resume, a writing sample (unedited by others), and a completed Division of Criminal Justice Application for Employment, found at: <https://www.nj.gov/oag/dcj/pdfs/DCJ--Employment-Application-v03.27.18.pdf>, on or before the closing date of October 29, 2020. Current Division of Criminal Justice employees need only send a resume and cover letter. Required documents must be sent to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
P.O. Box 081
Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

