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## **PROGRAM ANNOUNCEMENT**

*The Advocacy Institute Is Pleased to Present*

The DOL Basic Civil & Administrative Practice Series (“BCAP”)

### **DAG Basics Timekeeping, Document Management and Practical Guidance for DOL Deputies**

**October 27, 2021  
9:00 a.m. – 11:45 a.m.**

## **WEBINAR**

### *Program Summary*

This program will provide instruction on some of the basic administrative functions that new DOL deputies need to know. Deputies will learn about the importance of accurate time keeping practices designed to assist DAsG and their clients, the division’s document management system (DMS) in Microsoft SharePoint, and how to navigate expense reimbursement, travel requests, IT tickets, outside activity approval, and employee benefits questions.

### *Eligibility*

This program is mandatory for Division of Law Deputy Attorneys General hired after April 2021 who have not previously completed the Basic Civil and Administrative Practice (BCAP) series of courses. Other Division of Law deputies are welcome to attend this program. Registrants will receive the course materials prior to the program date.

### *Program Schedule*

- DAG Basics - 9:00 a.m. – 9:45 a.m. Elissa Westbrook-Smith
- Break - 9:45 a.m. – 10:00 a.m.
- Timekeeping - 10:00 a.m. – 10:45 a.m. Michelle Miller
- Break - 10:45 a.m. – 11:00 a.m.
- SharePoint – 11:00 a.m. – 11:45 a.m. Matthew Kraemer

### *Faculty*

**Michelle L. Miller** is the Director of the Division of Law. Prior to that, she was the Deputy Director of the Division of Law, the AAG in Charge of the Division's Administrative Practice Group, Section Chief of the Education and Higher Education Section and Assistant Section Chief of the Education, Health and Human Services Section. She has handled numerous appellate and Supreme Court cases, as well as administrative and Superior Court matters for a variety of State agencies. She received a Bachelor of Arts degree in 1991 from Fairleigh Dickinson University and a Juris Doctor in 1994 from Seton Hall Law School. Prior to joining the Division of Law, Director Miller clerked for the Hon. Erminie Lane Conley, J.A.D.

**AAG Elissa Westbrook-Smith** is the Chief of Staff for the Department of Law and Public Safety's Division of Law, where she oversees the DOL's personnel and administrative functions. Prior to joining LPS, Ms. Westbrook-Smith held a variety of positions at the Office of the State Comptroller, including Chief of Staff. She also worked in private practice for a decade in a variety of areas, including labor & employment and trusts & estates. Before becoming an attorney, Ms. Westbrook-Smith worked as baker and a writer for a small newspaper. She received her J.D. from Willamette University in Salem, Oregon, and her B.A. from Northwest Nazarene College in Nampa, Idaho.

**Matthew Kraemer** is the Department of Law and Public Safety's Information Technology Security Officer. Matt is responsible for implementing state-of-the-art security protocols and ensuring that the department's information technology operations adhere to the New Jersey Statewide Information Security Manual (SISM). Matt holds a Network Administration degree and is certified in CompTIA Security+ and Cisco CCIE Security. He also likes to escape into other worlds through science fiction.

### *CLE Credit*

**This course is not eligible for CLE credit.**

## ***Registration***

Those who are eligible to apply should use the Zoom Webinar registration link in the Program Announcement email. Students who are registered will receive a confirmation email with a link to access the program.