



PHILIP D. MURPHY  
Governor

SHEILA Y. OLIVER  
Lt. Governor

*State of New Jersey*  
DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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TRENTON, NJ 08625-0081

GURBIR S. GREWAL  
Attorney General

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Acting Administrator

**December 26, 2019**  
**NOTICE OF JOB VACANCY**  
**#19-123**

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

**TITLE:** Deputy Attorney General 2  
(Assistant Section Chief - DCF Central)

**SALARY:** \$79,247.71 - \$114,890.41

**LOCATION:** Division of Law  
Department of Children & Families Practice Group  
DCF Central Section  
Trenton, NJ

**NUMBER OF POSITIONS AVAILABLE:** One (1)

The Assistant Section Chief (ASC) for the Department of Children & Families (DCF) Central Practice Group in Trenton will be responsible for assisting the Section Chief and Assistant Attorney's General in the oversight and management of the Practice Group. The ASC will assist in oversight and supervision of the Practice Group including oversight of counseling and representation of client agencies; oversight of all aspects of litigation within assigned Sections, including screening of matters, discovery, motion practice, trial work and appellate briefings; oversight of all aspects of transactional matters and counseling assignments; will participate in evaluations of Deputy Attorneys General and, will perform other duties as assigned.

**DUTIES:** Under the supervision of the Section Chief, DCF Central Section, and the Assistant Attorneys General in charge of the DCF Practice Group; assist in the supervision of the DCF Central Section and provide representation in cases involving child abuse and neglect and termination of parental rights; and performs other related 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:** Four (4) years of experience as a practicing attorney, one (1) year of which shall have been in a supervisory capacity.

**LICENSE:** Appointee 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.

**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 will result in your ineligibility.

**If qualified, applicants must complete a Division of Law attorney application for employment, found at [www.nj.gov/oag/dol-hiring](http://www.nj.gov/oag/dol-hiring). While completing the application you will be instructed to upload supporting documents including, but not limited to: a resume, cover letter indicating vacancy #19-123, copy of your Certificate of Good Standing with the Supreme Court of New Jersey, a legal writing sample (unedited by others), a copy of your unofficial law school transcripts (self-prepared transcripts are not acceptable), and an Affirmative Action form. All items indicated above must be submitted through the online application system on or before the closing date of January 26, 2020.**

**Current Division of Law employees need only send a resume and cover letter to [DOL.Applicant@law.njoag.gov](mailto:DOL.Applicant@law.njoag.gov)  
DOL applicants submitting via email must include #19-123 ASC-DCF Central in the subject-line.**

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.

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.

