



State of New Jersey

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

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

GURBIR S. GREWAL
Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

August 11, 2020 NOTICE OF JOB VACANCY #20-188

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 specified below:

TITLE: Deputy Attorney General 2
(Special Assistant)

SALARY: \$91,134.87 to \$132,123.93

LOCATION: Division of Criminal Justice
Director's Complex
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Director, Deputy Director, Chief of Staff or other supervisory official in the Division of Criminal Justice (DCJ or the Division), is responsible for all OPRA requests received by the Division, requiring the following: 1) review of all OPRA, common law and similarly situated requests for information/records received by the Division; 2) research and coordination of responsive records; 3) full legal review to determine whether records are exempt from disclosure, or require redactions, based upon case law, executive orders, statutes, regulations, privacy interests, etc.; 4) draft receipts/responses to requests, which includes concise legal analysis; 5) provide responsive documents to requestors within the prescribed time frame; and 6) respond to all related appeals to the Court or Government Records Council and/or work in collaboration with legal counsel on all appellate and related issues. In addition to OPRA, this position will assist in coordinating subpoenas, preservation requests and other litigation materials and correspondence for the Division. Further, this position will serve as the point of contact/liaison concerning DCJ's investigative employees' potential Brady and Giglio information and as point of contact for prosecutors concerning requests for and responses to potential Brady and Giglio information related to DCJ's investigative employees. This liaison will also be the custodian of responses of responses to Brady and Giglio requests made by the Division, including investigative personnel files, internal affairs files, requests, responses, files and other related documentation received in response to Brady and Giglio requests. The liaison will stay apprised of relevant Supreme Court case law, New Jersey case law, court rulings, and practice governing the definition and disclosure of Brady and Giglio information. On an as-needed basis, this position will assist with special project work related to law enforcement services and will perform other related work 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 essential duties of the position.

PREFERENCE: Preference will be given to candidates who have experience with OPRA and common law requests for records, specifically experience related to requests for law enforcement, prosecutorial, or criminal investigatory records. Preference will also be given to candidates with excellent written and oral communication; as well as organizational skills; demonstrated ability to work with a variety of stake holders; noted ability to effectively time manage to complete tasks in an expedited manner; and extensive experience researching and writing comprehensive briefs and memorandum on complex and nuanced areas of law..

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 its 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 #20-188, 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 September 1, 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.

