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State of New Jersey
DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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March 27, 2020
NOTICE OF JOB VACANCY
#20-20

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

TITLE: Deputy Attorney General 1
(Section Chief – Law & Public Safety Section)

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

LOCATION: Division of Law
Administrative Practice Group
Law & Public Safety Section
25 Market Street, Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

The newly developed Law & Public Safety Section (L&PS) of the Division of Law in the Administrative Practice Group in Trenton is seeking a Section Chief. The Section Chief will help oversee the development of the new section. The L&PS Section is being created to provide a single source within the Division of Law for general advice, procurement review, defensive litigation and handling of appeals to Divisions including, but not limited to, Division of State Police, Office of Emergency Management, Juvenile Justice Commission and Homeland Security. In addition to carrying a substantive caseload, the Section Chief for the L&PS Section will assist with planning and managing the supervision and operations of the Section; assign matters and supervise Deputy Attorneys General in the Section; evaluate the performance of assigned Deputy Attorneys General; conduct case file reviews; and perform other duties as required.

DUTIES: The Section Chief of the Law & Public Safety Section will serve in the Civil Service title Deputy Attorney General 1; the Civil Service definition of the position and associated duties can be found in the job specification on file with the Civil Service Commission at: <https://info.csc.state.nj.us/jobspec/30468.htm>.

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: 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.

PREFERENCE: Preference will be given to candidates who demonstrate strong counseling 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, applicants must complete a Division of Law attorney application for employment, found at 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 #20-20, 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 April 27, 2020.

Current Division of Law employees need only send a resume and cover letter to DOL.Applicant@law.njoag.gov
DOL applicants submitting via email must include #20-20 Section Chief - LPS Section in the subject-line.

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.

