



State of New Jersey

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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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 28, 2020

NOTICE OF JOB VACANCY #20-210

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 2
(Assistant Section Chief)

SALARY: \$79,247.71 to \$114,890.41

LOCATION: Division of Law
Administrative Practice Group
Education and Higher Education Section
Richard J. Hughes Justice Complex
25 Market Street, Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the supervision of the Assistant Attorneys General in the Administrative Practice Group in Trenton, and the Section Chief of the Education and Higher Education Section, provides counsel and representation to all of the Section's clients; assists with planning and managing the supervision and operations of the Section; assists matters and supervises Deputy Attorneys General in the Section; litigates and supervises litigation, as needed; evaluates the performance of assigned Deputy Attorneys General; conducts case file reviews; 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: 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. While completing the application you will be instructed to upload supporting documents including but not limited to: a resume, cover letter indicating interest in vacancy #20-210, a 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 accepted), and an Affirmative Action form. All items must be submitted together, in one package, on or before the closing date of September 28, 2020.

Current Division of Law employees need only submit a resume and cover letter to:

DOL.Applicant@law.njoag.gov

Current DOL employees must indicate #20-210 - Assistant Section Chief, EHE 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.

