



## 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

April 26, 2021

### NOTICE OF JOB VACANCY #21-135

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:** Assistant Attorney General  
(Deputy Director, Division of Criminal Justice)

**SALARY:** \$106,194.89 to \$148,663.37

**LOCATION:** Division of Criminal Justice  
25 Market Street  
Trenton, NJ 08625  
*Statewide travel required for work responsibilities.*

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

**DUTIES:** Under administrative direction of the Director of the Division of Criminal Justice (the "Division"), Attorney General, or other executive officers in the Division or Department of Law and Public Safety (the "Department"), the Deputy Director provides legal advice and guidance to the Director on criminal justice matters that have statewide significance. The Deputy Director provides supervisory oversight to the Appellate Bureau, as well as State Grand Jury, the CODIS Compliance Unit, and oversees Brady and Giglio inquiries from the Division, County Prosecutors' Offices, and other law enforcement agencies. This oversight includes supervision of all staff assigned. The Deputy Director is responsible for conducting extensive and comprehensive legal research that guides the implementation of internal and statewide policies; drafts Attorney General Directives and Guidelines; manages working group discussions with stakeholders on a variety of topics; works on statewide initiatives and priority projects; serves as a liaison and coordinator between the Department and County Prosecutors' Offices on a variety of statewide law enforcement and policy issues; develops guidelines, policies, directives, and protocols for prosecutors and law enforcement; provides training on legal and law enforcement subject-matters, as needed; performs work of a complex nature concerning areas related to detection and prosecution of criminal activities; assists with interpretation and analysis of law, regulations, and other official instrumentalities; participates in project work related to legal activities involving federal and local jurisdictions and other state entities; acts as a liaison with other Department divisions and agencies on operational and legal issues; performs extensive research and writing on complex legal issues; performs other related duties as assigned or 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 professional legal experience as an attorney at law of the State of New Jersey in the area of the specialty or, three years of professional legal experience as an attorney for State or Federal administrative agencies which shall have involved a significant amount of the specialized legal work, or, two years of unique specialized legal experience.

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey.

**PREFERENCE:** Preference will be given to candidates with criminal justice experience and those with 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 announcement #21-135, 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 May 26, 2021. 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](mailto: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.

