



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

June 14, 2021
NOTICE OF JOB VACANCY
#21-223

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

TITLE: Deputy Attorney General 2

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

LOCATION: Office of the Attorney General
Office of Diversity, Equity & Inclusion OR Office of the Attorney General
Office of Diversity, Equity & Inclusion
Richard J. Hughes Justice Complex 124 Halsey Street
25 Market Street, 8th Floor Newark, NJ 07102
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1). Location preference required.

DUTIES: Under the direction of the Chief Diversity, Equity, and Inclusion Officer, for the Department of Law and Public Safety, Office of the Attorney General ("LPS" or the "Department") will participate in the planning, development and implementation of the Department's diversity, equity, and inclusion ("DEI") programs and initiatives; will provide programmatic support for fostering DEI in the Department's talent pipeline, as part of LPS's recruiting efforts, and in LPS talent development initiatives; will also provide guidance to, and facilitate the operation of the Department's Employee Resource Groups and the LPS Diversity Council; assist in developing and delivering DEI training programs throughout the Department and among agencies over which the Department has oversight; will act as a liaison with relevant Departmental teams to develop and/or implement various DEI initiatives, performs other duties as assigned.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with a Juris Doctor. Admission to practice 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.

PREFERENCE: Preference will be given to applicants who demonstrate a track record of consistent and active participation in fostering diversity and inclusion in an organizational setting with identifiable deliverables and accomplishments as well as strong written and oral communication skills, including group presentations and/or other forms of public speaking. Demonstrated ability to work independently with some supervision, anticipate challenges, and conceptualize and implement solutions, experience in event management, i.e. producing and executing effective events by overseeing event promotion, management and production in collaboration with internal teams and external partners is also preferred. Proficiency with Microsoft Office, specifically, Excel and PowerPoint is desired. Ability to work well with a broad range of internal and external stakeholders and effective project management experience preferred.

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, please send a cover letter indicating interest in job vacancy announcement #21-223 with desired location preference and a current resume on or before the closing date of June 28, 2021 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.

