



State of New Jersey

PHILIP D. MURPHY
Governor

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

GURBIR S. GREWAL
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

January 14, 2021 NOTICE OF JOB VACANCY #21-26

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

TITLE: Deputy Attorney General 2
(Deputy Bureau Chief)

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

LOCATION: Division of Criminal Justice
Prosecutors Supervision and Training Bureau
Hughes Justice Complex
Trenton, NJ 08625
Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under administrative direction of the Bureau Chief, 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 Deputy Bureau Chief assists the Bureau Chief with management and oversight of the Prosecutors Supervision & Training Bureau, which plans, supervises and undertakes the administrative and programmatic duties to fulfill the Attorney General's statutory mandate to exercise general supervisory authority over each of the twenty-one County Prosecutors' Offices and their respective local police departments. The Deputy Bureau Chief will be responsible for supervision of the daily functions and staff assigned to the Bureau, whom perform the following job functions: provide trainings on legal and law enforcement subject-matters throughout the State; assist County and Assistant Prosecutors with specialized litigation, legal advice, and policy issues; develop guidelines, policies, directives, and protocols for prosecutors and police departments; conduct audits of County Prosecutors' Offices; review and approve recommendations from County Prosecutors on requests for immunity, forfeiture matters, and bid waivers; assist with matters related to the Division Training Academy ("Academy") and Police Training Commission (PTC); provide training, certifications, course curriculum and legal counsel to the Academy; assist in revising and updating curriculum and instruction when necessary; and assist in oversight of the Continuing Law Enforcement Affirmative Relations Institute (CLEAR). The Deputy Bureau Chief also assists with the Division's Cultural Diversity, Community Outreach, and Community Policing, efforts by developing training programs, participating in programming, organizing faith-based outreach programs, and coordinating meetings and events with stakeholders to increase citizen relationships with the law enforcement community. The Deputy Bureau Chief assists the Bureau Chief with administrative support and is responsible for assisting, coordinating, and implementing various and ongoing special projects for the Director, Attorney General, and the Division, and represents the Division and/or Attorney General on various Supreme Court committees, councils, specialized committees, and advisory groups; and will perform other related tasks, 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.

PREFERENCE: Preference will be given to candidates who have working knowledge of Attorney General Guidelines and Directives; a demonstrated ability to work effectively with a broad cross-section of stakeholders; possess excellent written and oral communications skills; and experience in coordinating and training prosecutors and law enforcement.

RESUME NOTE: Eligibility determinations are based upon the information presented in resumes 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 #21-26, 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 February 14, 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

-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.

