



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

ANDREW J. BRUCK
Acting Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

September 13, 2021 NOTICE OF JOB VACANCY #21-311

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

The Education and Higher Education Section (EHE) of the Division of Law in the Administrative Practice Group in Trenton is seeking a Section Chief. The EHE Section provides counsel and representation to the Department of Education. The work on behalf of the Department includes administrative litigation and appeals regarding State funding of education, charter schools, and special education. Representation has been provided in the ongoing Abbott v. Burke matter and related administrative litigation, regarding the constitutionality of the State's system for funding public schools. The section also counsels and represents State institutions of higher education, representing them in federal and State trial court litigation, handling labor arbitration, defending tenure decisions and providing advice on a wide variety of academic, health care, educational and business issues.

DUTIES: The Section Chief 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 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: 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.

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 job vacancy announcement #21-311, 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, via the online application portal, on or before the closing date of October 13, 2021.

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

DOL.Applicant@law.njoag.gov

Current DOL employees must indicate #21-311 – DAG 1 - Section Chief, EHE 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.

