



## 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*

MATTHEW J. PLATKIN  
*Acting Attorney General*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

**July 11, 2022**  
**NOTICE OF JOB VACANCY**  
**#22-353**

Opportunities currently exist in the unclassified service with the Department of Law & Public Safety, Division of Law, for applicants who meet the requirements specified below:

**TITLE:** Assistant Attorney General  
**SALARY:** \$150,000.00  
**LOCATION:** Division of Law  
Public Records Advice & Disputes Practice Group  
Richard J. Hughes Justice Complex  
25 Market Street, Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** Two (2)

The Public Records Advice & Disputes Practice Group (the "PRAD") has overall management and supervisory responsibility for the handling of public records requests filed with State agencies under the Open Public Records Act. The PRAD also provides direction, policy guidance and supervision to Deputy Attorneys General (DAsG) throughout the Division of Law to ensure consistent legal advice and counsel on all issues involving public record requests, including the newly enacted Daniels Law, and oversees the defense of all public records litigation filed against State agencies in Superior Court and in the Government Records Council.

**DUTIES:** Under the supervision of the Assistant Attorney General (AAG) in charge of the PRAD Group and/or the Director or Deputy Director of the Division of Law, will be responsible for handling and managing (provide direction, policy guidance and supervision) of all issues involving public records requests; will handle and oversee defense of all public records litigation filed against State agencies in Superior Court and in the Government Records Council; will work with and manage outside counsel on matters assigned by the AAG in charge of the Practice Group; participate in evaluation of DAsG of all levels who perform public records work; and will perform other duties as assigned.

### **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 (3) 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 (2) years of unique specialized legal experience.

**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 possess experience in litigation and in public records/Open Public Records Act (OPRA) matters. Please submit supplement to resume outlining litigation/OPRA experience.

Appointees will be required to be compliant with all Executive Orders (EO), mandates, policies, and directives related to Covid-19, including testing and vaccinations, and including but not limited to EO 252 (Murphy), EO 283 (Murphy) and/or EO 290 (Murphy).

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

**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](http://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 #22-353, 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 August 11, 2022.**

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

**[DOL.Applicant@law.njoag.gov](mailto:DOL.Applicant@law.njoag.gov)**

*Current DOL employees must indicate #22-353 – Assistant Attorney General, PRAD 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.

