



State of New Jersey

PHILIP D. MURPHY
Governor

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

MATTHEW J. PLATKIN
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

August 1, 2022
NOTICE OF JOB VACANCY
#22-415

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: Deputy Attorney General 4 OR Deputy Attorney General 3
SALARY: \$87,578.62 to \$124,980.46 \$100,682.82 to \$143,971.92
LOCATION: Office of the Insurance Fraud Prosecutor
CLASS Section – Forfeiture Unit
25 Market Street, Trenton, NJ
Limited statewide travel may be required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of a Deputy Attorney General 1 or 2, or other supervisory official in the Department of Law and Public Safety, Office of the Insurance Fraud Prosecutor (OIFP), the Forfeiture Deputy Attorney General will be assigned to litigate civil forfeiture cases related to OIFP’s criminal investigations. Responsibilities will include assisting in identifying assets subject to forfeiture, drafting the paperwork necessary to seize said assets upon application to the court, using the Infoshare system to open and track the case to ensure timely reporting, tracking the property, filing complaints and other necessary documents with the court and/or with the county clerk’s office, conducting discovery, responding to motions, and ensuring the proper disposition of seized and/or forfeited property; does other related work 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:

DEPUTY ATTORNEY GENERAL 4: Two (2) years of experience as a practicing attorney.
DEPUTY ATTORNEY GENERAL 3: Three (3) years of experience as a practicing attorney.

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

SPECIAL NOTE: Current Department employees appointed to a Deputy Attorney General 4 or Deputy Attorney General 3 title must be willing to accept a lateral transfer, if selected.

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 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 #22-415, 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 September 1, 2022. 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

Applications submitted directly to the Division of Criminal Justice will not be considered.

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.

