



## 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*

### August 9, 2022 NOTICE OF JOB VACANCY #22-434

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  
(Special Assistant to the Director)

**SALARY:** \$110,546.27 to \$158,620.13

**LOCATION:** Division of Criminal Justice  
25 Market Street  
Trenton, NJ 08625  
*Statewide travel required for work responsibilities.*

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under direction of the 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 "Department"), serves as a Special Assistant/Deputy Attorney General 2; works directly with the Director and/or the Director's Counsels/Executive Staff on Division and Department projects and initiatives; performs extensive research and writing on complex legal issues and those of first impression; assists with interpretation and analysis of law, regulations, and other official instrumentalities; participates in project work related to legal activities involving federal and local jurisdictions and other state entities; performs other related duties as assigned or 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.

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.

**PREFERENCE:** Preference will be given to candidates with a demonstrated ability to work effectively with a broad cross-section of stakeholders; who possess excellent written and oral communications skills; who have demonstrated ability to handle multiple projects at once with attention to detail and timelines; and working knowledge of Attorney General Guidelines and Directives.

**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 will result in your ineligibility.

***If qualified, please send a cover letter indicating interest in job vacancy announcement #22-434, 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 9, 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](mailto: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.

