



## State of New Jersey

PHILIP D. MURPHY  
*Governor*

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

MATTHEW J. PLATKIN  
*Acting Attorney General*

SHEILA Y. OLIVER  
*Lt. Governor*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

### September 12, 2022 NOTICE OF JOB VACANCY #22-458

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:** Assistant Attorney General  
**SALARY:** \$155,000.00  
**LOCATION:** Division of Law  
Administrative Practice Group  
124 Halsey Street Newark, NJ 07101

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

**DUTIES:** Under the supervision of the Assistant Attorney General in charge of the Administrative Practice Group and/or the Director or Deputy Director of the Division of Law, will be responsible for the oversight and management of assigned Sections of the Practice Group; will oversee counseling and representation of client agencies of assigned Sections of the Practice Group; will oversee all aspects of litigation within assigned Sections, including screening of matters, discovery, motion practice, trial work and appellate briefings; will oversee the handling of transactional matters and provision of legal advice; will participate in evaluations of Section Chiefs and Assistant Section Chiefs; 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 candidates with at least six (6) years of professional legal experience as an attorney at law of the State of New Jersey in the area of specialty, i.e., one or more of the substantive areas of litigation practice within the Sections of the Administrative Practice Group: Public Utilities and/or NJ Transit; with two (2) years of supervisory experience in administrative and Superior Court litigation.

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 #22-458, 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 October 12, 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 #22-458 – Assistant Attorney General, APG 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.

