



## 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*

**September 1, 2022**  
**NOTICE OF JOB VACANCY**  
**#22-474**

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 2  
(Assistant Section Chief)

**SALARY:** \$110,546.27 to \$158,260.13

**LOCATION:** Division of Law  
Department of Children and Families Practice Group  
Department of Children and Families Section – Central  
25 Market Street, Trenton, NJ 08635

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

**DUTIES:** The Assistant Section Chief works under the supervision of the Assistant Attorneys General in the DCF Practice Group, and the Section Chief of the DCF Central Section, to provide counsel and representation to the Section's clients; assists with planning and managing the supervision and operations of the Section; assigns matters and supervise Deputy Attorneys General in the Section; litigates and supervises litigation, as needed; evaluates the performance of assigned Deputy Attorneys General; conducts 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:** 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 only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

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 job vacancy announcement #22-474, 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 acceptable), and an Affirmative Action form. All items must be submitted together, in one package, via the DOL online attorney application portal, on or before the closing date of October 1, 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 #22-474 - Assistant Section Chief, DCF Central 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.

