



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 13, 2022
NOTICE OF JOB VACANCY
#22-485

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
25 Market Street, Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

The Administrative Practice Group –Trenton, includes seven sections which account for the representation of a substantial number of New Jersey’s Departments, agencies and entities. The sections are: Community Affairs, State and Elections, Education and Higher Education, Employment Counseling and Labor, Environmental Permitting & Counseling, Health and Human Services, Law & Public Safety, and Public Utilities. As a result, the Administrative Practice Group – Trenton is involved in a robust administrative hearing practice as each Department it represents has various licensure, enforcement and penalty responsibilities that are exercised through administrative hearings. In addition, the Practice Group handles federal and State litigation as well as New Jersey Appellate Division and Supreme Court matters. The Practice Group also provides counseling to Boards and Commissions within its represented Departments, agencies and entities, and provides legal advice to our Department and agency heads.

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, the Assistant Attorney General will be responsible for the oversight and management of the Administrative Practice Group in Trenton; will oversee and supervise the work of the assigned Sections within the Practice Group; will oversee counseling and representation of client agencies 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 all aspects of transactional matters and counseling assignments; will oversee counseling and representation of client agencies regarding election matters; 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.

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. 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 #22-485, 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 13, 2022.

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

DOL.Applicant@law.njoag.gov

Current DOL employees must indicate #22-485 – 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.

