



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 14, 2022 NOTICE OF JOB VACANCY #22-495

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: Government Representative 2
(Legal Recruiter)

SALARY: \$79,848.66 to \$113,786.94

LOCATION: Division of Law
25 Market Street
Trenton, NJ 08625 **OR** Division of Law
124 Halsey Street
Newark, NJ 07102
(Statewide travel required for work responsibilities)

NUMBER OF POSITIONS AVAILABLE: One (1). Location preference required.

DUTIES: Under direction of the Director and/or Chief of Staff for the Division of Law, the Legal Recruiter will perform the following functions: Collaborate with practice group leadership to determine staffing needs and create a search strategy for attorneys in those specific areas of need; responsible for finding candidates for attorney openings; stay current on legal hiring market; actively build and maintain relationships with legal search companies and collaborate with them to promote open positions; actively build and maintain relationships with recruiting sources, including law firms, public interest organizations, bar associations, law schools, and others; work with the Department of Law and Public Safety communications team to design advertisements; manage content and updates on career posting pages on website; pitch, lead, and drive team projects, often working interdepartmentally; track and analyze posting/applicant data to deliver to stakeholders; aggressive use of social media, phone calls, and online recruitment events to look for experienced attorney candidates; organize/manage registrations for job fairs, law school events and other networking/recruiting events; and performs other duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Four (4) years of professional experience in a personnel program of a public or private agency, with a primary focus on legal recruitment.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis.

NOTE: A Master's degree in business administration, personnel administration, public administration, management, or other related field may be substituted for one (1) year of the experience.

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

PREFERENCE: Preference will be given to individuals who have experience recruiting attorneys with transactional backgrounds in contracting, bond issuance and/or investments in addition to litigation attorneys. A Juris Doctorate is preferred, but not mandatory where an applicant has a solid record of legal recruiting work. History of marketing or digital communication would also be preferred. Must have a proven track record of successful recruitment of attorneys for various types of job openings including law firms, public interest organizations, in-house legal departments, and/or government legal positions. Must have experience recruiting litigators of any specialty, most significantly, employment litigators.

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 may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy announcement #22-495, with desired location preference, and current resume on or before the closing date of October 14, 2022 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
P.O. Box 081, Trenton, NJ 08625-0081

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.

