



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

September 27, 2022 NOTICE OF JOB VACANCY #22-508

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 1
(Bureau Chief)

SALARY: \$116,045.41 to \$162,458.13

LOCATION: Division of Criminal Justice
Specialized Crimes Bureau
Trenton, Whippany OR Cherry Hill, NJ
Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under administrative direction of the Director of the Division of Criminal Justice ("the Division"), Deputy Director, Attorney General or other executive officers in the Division or Department of Law and Public Safety ("the Department"), the Bureau Chief is responsible for all aspects of management and oversight of the Specialized Crimes Bureau ("the Bureau") which investigates and prosecutes a variety of cases related to, and including but not limited to the following: Motor Vehicle Commission, Environmental, Casino, Labor, Alcoholic Beverage Control, Bias Crimes, Interstate Theft, Worker Protection and Fair Labor Enforcement, and the Atlantic City Task Force; performs all litigation and administrative oversight for the Bureau; represents State departments or other entities prescribed by applicable statutes; participates in the planning, development, and organization of the work programs involved in the detection and prosecution of criminal activities; interprets and enforces laws and regulations; as the Attorney General's representative, participates in legal and related activities involving federal and local jurisdictions and other State entities and engages in discussions and negotiations with other State and federal agencies; provides direct supervision to the Bureau's Deputy Bureau Chiefs; conducts case reviews with attorney and detective staff; authors and/or reviews performance assessments of all assigned staff; maintains vast administrative responsibilities; reviews search warrants, communication data warrants, wiretap warrants, communications information orders, prosecution memoranda, plea memoranda and cooperation agreements; oversees trial preparation for cases assigned to the Bureau; oversees Bureau initiatives and trainings; maintains effective communication with Division and Department leadership; serves on various task forces and working groups for the Division or the Department; works on special projects and initiatives; and performs other related work as required, or needed.

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: Five (5) years of experience as a practicing attorney, two (2) years of which shall have been in a supervisory capacity.

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

PREFERENCE: Preference will be given to candidates with experience in criminal prosecution, specifically related to crimes prosecuted by the Specialized Crimes Bureau; experience with wiretap warrant applications; supervisory experience; extensive criminal trial experience; demonstrated ability to work effectively with a broad cross-section of stakeholders; and must possess excellent written and oral communications skills.

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 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 #22-508 with desired location preference, 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/dci/pdfs/DCJ--Employment-Application-v03.27.18.pdf>, on or before the closing date of October 27, 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

-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.

