



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
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

October 31, 2022 NOTICE OF JOB VACANCY #22-558

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 4
SALARY*: \$87,578.62 to \$124,980.46
LOCATION: Division of Law
Administrative Practice Group
Law & Public Safety Section
25 Market Street, Trenton, NJ 08625
NUMBER OF POSITIONS AVAILABLE: One (1)

The Law & Public Safety (LPS) Section of the Division of Law in the Administrative Practice Group in Trenton provides legal representation and counseling to clients including, the Office of the Attorney General, Division of State Police, Division of Criminal Justice, Office of Emergency Management, Juvenile Justice Commission, and Office of Homeland Security and Preparedness, among others. Representative matters include legal counseling, the review of significant transactional matters, certain defensive litigation, including OPRA matters, and the handling of administrative appeals. The LPS Section represents its State agency clients at all levels of the State and Federal court systems.

DUTIES: Under direction of a Deputy Attorney General 1 or 2, or other supervisory official in Department of Law and Public Safety, Division of Law, Administrative Practice Group, Law & Public Safety Section, plans, represents the Office of the Attorney General, Division of NJ State Police, Division of Criminal Justice, Office of Emergency Management, Juvenile Justice Commission, and the Office of Homeland Security and Preparedness, among others in legal matters; does other related work 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: Two (2) years of experience as a practicing attorney.

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.

***SALARY NOTE:** For newly hired individuals, the starting salary will be determined by the Department commensurate with experience. Salary offers are non-negotiable and will fall within the range posted.

PREFERENCE: Preference will be given to those applicants who demonstrate a strong writing background, organization and excellent communication skills.

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.

All offers of employment are conditional, subject to the applicant agreeing to, and then passing, a background check that may include fingerprinting.

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 job vacancy announcement #22-558, 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 December 1, 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 #22-558 – DAG 4, LPS 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.

