



## 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  
Attorney General

WILLIAM H. CRANFORD  
Chief Administrative Officer

**November 10, 2022**  
**NOTICE OF JOB VACANCY**  
**#22-587**

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 2  
(Special Assistant to the Director)

**SALARY:** \$110,546.27 to \$158,620.13

**LOCATION:** Division of Criminal Justice  
Trenton, Whippany, Cherry Hill, or Atlantic City, NJ  
*Statewide travel required for work responsibilities.*

**NUMBER OF POSITIONS AVAILABLE:** One (1) – Location preference is required to be considered.

**DUTIES:** Under administrative direction of the Director of the Division of Criminal Justice ("the Division"), Deputy Director, Counsel, or other executive officers in the Division or Department of Law and Public Safety ("the Department"), this Deputy Attorney General 2 ("DAG") is responsible for all aspects of investigating and prosecuting Human Trafficking ("HT") cases, including but not limited to: participation in the planning, development, and organization of work programs involved in the detection and prosecution of human trafficking; interpreting and enforcement of laws and regulations; as the Attorney General's representative, participates in legal and related activities involving federal and local jurisdictions and other State entities; engages in discussions and negotiation with other State and federal agencies; drafts memorandums of law; handles all aspects of case litigation, including but not limited to case assessment, research, discovery coordination, grand jury presentations, court appearances, pre-trial preparation, trial practice, court filings (motions, briefs, sentencing documents), attorney correspondence and case management; serves on various task forces and working groups for the Division or Department; and works on special projects and initiatives. In addition to handling a priority case load, this DAG will provide oversight and supervision of HT investigations and prosecutions; provides supervision to investigative staff handling human trafficking cases; conducts case reviews with staff; authors and/or reviews performance assessments of assigned staff; reviews search warrants, communication data warrants, wiretap warrants, communication information orders, prosecution memoranda, plea memoranda, and cooperation agreements; oversees trial preparation for HT cases within the Department; coordinates and oversees Division and/or Department initiatives and trainings; maintains effective communication with Division and Department leadership; 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:** 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.

**PREFERENCE:** Preference will be given to candidates with experience in criminal prosecution, specifically a minimum of 8 years of litigation experience, including extensive trial experience; experience interacting and advocating for victims of violent crimes; demonstrated ability to coordinate investigations with law enforcement; ability to apply for legal instrumentalities furthering investigative objectives; supervisory experience; and must possess excellent written and oral communication skills.

**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.

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

*If qualified, please send a cover letter indicating interest in job vacancy announcement #22-587 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/dcj/pdfs/DCJ--Employment-Application-v03.27.18.pdf>, on or before the closing date of November 25, 2022. Required documents must be sent to:*

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

**-OR-**

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

***Current Division of Criminal Justice employees need only send a resume and cover letter.  
Applications submitted directly to the Division of Criminal Justice will not be considered.***

The "New Jersey Firt 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.

