



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 15, 2022
NOTICE OF JOB VACANCY
#22-625

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
Prosecutors Supervision and Training Bureau
Richard J. Hughes Justice Complex
25 Market Street, Trenton, 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 has managerial and oversight responsibility for the Prosecutors Supervision & Training Bureau (the "Bureau"), which plans, supervises, and undertakes the administrative and programmatic duties to fulfill the Attorney General's statutory mandate to exercise general supervisory authority over each of the twenty-one County Prosecutors' Offices and their respective local police departments. The Bureau Chief will oversee all Bureau functions and supervises all employees within the Bureau, including two Deputy Bureau Chiefs. The Bureau Chief will assist County Prosecutors with specialized litigation; will provide legal advice and serve as liaison and coordinator between the Department and County Prosecutors' Offices on a variety of statewide law enforcement and policy issues; develops guidelines, policies, directives, and protocols for prosecutors and police departments; conducts audits of office procedures, finances, files, confidential informants, complaints, Internal Affairs, and evidence handling; oversees and provides training on legal and law enforcement subject-matters; provides administrative support to County Prosecutors with personnel, facilities, operational needs, and conflict cases; and reviews and approves recommendations from County Prosecutors on requests for immunity, forfeiture matters and bid waivers. The Bureau Chief is responsible for the lawful transfer of power when new County Prosecutors are appointed. The Bureau Chief is also responsible for legal matters related to the Division Training Academy and assigned staff; providing training, certifications, course curriculum; revising and updating curriculum and instruction when necessary; and overseeing the Continuing Law Enforcement Affirmative Relations Institute ("CLEAR"). The Bureau Chief also oversees the Division's Cultural Diversity, Community Outreach and Community Policing efforts by developing training programs, participating in programming, organizing faith-based outreach programs in communities, and coordinating meetings with County Prosecutors' Bias Crimes Liaison Officers and other events to increase citizen relationships with the law enforcement community. The Bureau Chief 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; conducts case reviews; authors and/or reviews performance assessments of assigned staff; maintains vast administrative responsibilities; oversees litigation preparation for cases assigned to the Bureau; oversees Bureau initiatives and trainings; and maintains effective communication with Division and Department leadership. The Bureau Chief will also oversee Bureau staff, inclusive of extradition matters, which includes timely coordination with law enforcement agencies and the Governor's Office. The Bureau Chief is also responsible for coordinating and successfully implementing various and ongoing special projects and initiatives for the Attorney General and the Division; represents both the Division and the Department on various Supreme Court committees, councils, specialized committees, task forces, and advisory groups; and performs other related work as required or needed. This position may also require non-traditional work hours, on an as needed basis, including evenings and weekends on short deadlines for certain assignments, with or without advance notice, and may require travel to perform the aforementioned responsibilities; performs 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: 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 who have extensive criminal justice experience; experience working for or with County Prosecutors' Offices; working knowledge of Attorney General Guidelines and Directives; experience coordinating and training prosecutors and law enforcement; demonstrated ability to work effectively with a broad cross-section of stakeholders; excellent written and oral communications skills; advanced time management skills; and supervisory experience.

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 #22-625, 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-y03.27.18.pdf>, on or before the closing date of November 29, 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.

