



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 28, 2022
NOTICE OF JOB VACANCY
#22-632

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 2
(Assistant Section Chief)
SALARY: \$110,546.27 to \$158,260.13
LOCATION: Division of Law
Financial Affairs Practice Group
Treasury – Finance & Benefits Section
Law & Public Safety Section
25 Market Street, Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

The Treasury – Finance & Benefits (“T-FAB”) Section provides legal representation and advice to many divisions and agencies within the Department of the Treasury, including the Division of Purchase & Property, the Division of the State Lottery, the Office of Public Finance, the Office of Information Technology, the Division of Property Management and Construction, the Division of Investment, and the Office of the State Comptroller. The T-FAB Section also provides counsel and representation to the Division of Pensions and Benefits, and the various State pension and health benefit boards and committees. In addition, the T-FAB Section provides counsel and representation to various State authorities that handle, among other things, financing, housing, economic development, and real estate development. These authorities include the Economic Development Authority, the Educational Facilities Authority, the Housing and Mortgage Finance Agency, the Garden State Preservation Trust, the Building Authority, the Health Care Facilities Financing Authority, the Transportation Trust Fund Authority, and the New Jersey Infrastructure Bank.

DUTIES: Deputies in the T-FAB Section are assigned a variety of cases and matters, including litigation, appellate, transactional and counseling assignments. Deputies can expect to appear in the Office of Administrative Law, all levels of State court, and Federal District Court, and before the Boards they counsel, with the guidance of seasoned supervisors. The Assistant Section Chief works under the supervision of the Assistant Attorneys General in the Financial Affairs Practice Group, and the Section Chief of the T-FAB Section, to provide counsel and representation to the Section’s clients; assist with planning and managing the supervision and operations of the Section; assign matters and supervise Deputy Attorney General; litigate, handle appeals and supervise litigation and appeals, as needed; evaluate the performance of assigned Deputy Attorney General; conduct case file reviews; and perform other duties 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: 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 only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

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 #22-632, 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 28, 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 #22-632 - Assistant Section Chief, T-FAB 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.

