



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

January 1, 2023 NOTICE OF JOB VACANCY #23-65

Opportunities currently exist in the unclassified service with the Department of Law and Public Safety, Division of Criminal Justice, for applicants who meet the requirements specified below:

TITLE: Deputy Attorney General 4 **OR** Deputy Attorney General 3
SALARY: \$87,578.62 to \$124,980.46 \$100,682.82 to \$143,971.92
LOCATION: Division of Criminal Justice
Prosecutors Supervision and Training Bureau
25 Market Street, Trenton, NJ
Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under the direction and supervision of the Deputy Bureau Chief and/or the Bureau Chief of the Prosecutors Supervision and Training Bureau ("PSTB") or the Deputy Director, Director, or other executive officer in the Division of Criminal Justice ("the Division"), this Deputy Attorney General ("DAG") will be assigned and specialize in work of the PSTB, 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. This DAG provide trainings on legal and law enforcement subject-matters throughout the State; assists County and Assistant Prosecutors with specialized litigation, legal advice, and policy issues; develops guidelines, policies, directives, and protocols for prosecutors and police departments; conducts audits of County Prosecutors' Offices; reviews and approves recommendations from County Prosecutors on requests for immunity, forfeiture matters, and bid waivers; assists with matters related to the Division Training Academy ("Academy"), inclusive of providing trainings, certifications, course curriculum, and legal counsel to the Academy; assists in revising and updating curriculum and instruction when necessary; assists the Continuing Law Enforcement Affirmative Relations Institute ("CLEAR"); conducts work concerned with the detection and prosecution of criminal activities; works closely with supervisory and executive staff to cultivate/improve and maintain strong working relationships with local, state, and federal law enforcement partners and relevant community stakeholders; interprets the laws and regulations of the State of New Jersey and provides legal guidance to law enforcement officers and prosecutors regarding same; drafts memorandums of law; handles all aspects of case litigation, as needed; assists on a variety of special projects for the Director, Attorney General, and the Division; represents the Division and/or Attorney General on various Supreme Court committees, councils, specialized committees, and advisory groups; and perform other related work as 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:

DEPUTY ATTORNEY GENERAL 4: Two (2) years of experience as a practicing attorney.
DEPUTY ATTORNEY GENERAL 3: Three (3) years of experience as a practicing attorney.

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

SPECIAL NOTE: Current Department employees appointed to a Deputy Attorney General 4 or Deputy Attorney General 3 title must be willing to accept a lateral transfer, if selected.

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

PREFERENCE: Preference will be given to candidates with at least 5 years of criminal justice experience (specifically litigation experience); those who have strong working knowledge of Attorney General Guidelines and Directives; a demonstrated ability to work effectively with a broad cross-section of stakeholders; excellent written and oral communication skills; experience coordinating programing and training; and excellent time management.

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 its 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 #23-65, 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>. 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.
This announcement will remain open until all vacancies have been filled.**

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.

