



## State of New Jersey

PHILIP D. MURPHY  
*Governor*

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN  
*Attorney General*

SHEILA Y. OLIVER  
*Lt. Governor*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

### March 17, 2023 NOTICE OF JOB VACANCY #23-187

An opportunity currently exists in the unclassified service with the Department of Law and 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](#)  
Affirmative Civil Enforcement Practice Group  
Civil Rights Section  
124 Halsey Street, 5th Floor, Newark, NJ 07101

**NUMBER OF POSITIONS AVAILABLE:** One (1)

The Civil Rights Section based in Newark spearheads litigation enforcing antidiscrimination laws on behalf the Division on Civil Rights and the Attorney General. The section's work includes providing legal counsel to the Division on Civil Rights, assisting with strategic investigations, and bringing administrative and trial court enforcement actions to combat unlawful discrimination such as redlining, housing discrimination, religious discrimination, and gender discrimination, among others.

**DUTIES:** Under the supervision of the Section Chief and Assistant Attorneys General in the Affirmative Civil Enforcement Practice Group, the Assistant Section Chief will provide counsel and representation to the Division on Civil Rights; assign and supervise the work of other deputies in the Section; oversee and manage the Section's docket; plan and manage the operations of the Section; monitor judicial and legislative developments in civil rights law; participate in multistate investigations and litigation; evaluate the performance of and conduct case file reviews with deputies in the Section; manage and participate in investigations and litigations; 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 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.

**PREFERENCE:** Preference will be given to candidates with relevant experience handling civil rights matters, experience handling complex civil affirmative investigations and enforcement actions, and/or demonstrated legal writing ability. Preference will also be given to candidates with at least five (5) years of litigation experience, with at least two (2) years of experience in a supervisory capacity.

**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.

**SAME APPLICANTS:** If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated above. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

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](http://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 vacancy #23-187, 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 accepted), and an Affirmative Action form. All items must be submitted together, in one package, on or before the closing date of April 17, 2023 to the Recruitment Coordinator at: [DOL.Applicant@law.njoag.gov](mailto:DOL.Applicant@law.njoag.gov)**

*Current DOL employees must indicate #23-187 Assistant Section Chief, Civil Rights 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.

