



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

April 25, 2023
NOTICE OF JOB VACANCY
#23-285

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Division of Alcoholic Beverage Control, 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 Alcoholic Beverage Control](#)
Regulatory Bureau
140 East Front Street, Trenton, NJ
Statewide travel required for work responsibilities

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of the Director, Deputy Director or Counsel to the Director, Division of Alcoholic Beverage Control, Department of Law & Public Safety, the Regulatory Bureau Chief provides confidential advice to the Director on various legal and policy issues arising in the alcoholic beverage industry, including balancing the interests of each segment of the industry (manufacturer, wholesaler and retailer) and protecting NJ citizens against fraudulent or misleading business activities or practices that promote the illegal or irresponsible sale and consumption of alcoholic beverages. Assists the Director and other Bureaus in developing and implementing agency policy. Drafts and supervises the drafting of regulations, Notices to Industry, Administrative Orders and Special rulings, and correspondence and memoranda to or on behalf of the Director. Reviews all work product of Deputy Attorneys General. Provides other Bureaus with legal and non-legal advice so they can implement the Division's mission. Interacts with federal Alcohol and Tobacco Tax and Trade Bureau, as well as other State and Municipal government agencies. Acts as a resource to the industry, local issuing authorities and outside attorneys. Participates in trainings at legal, government and industry seminars. Supervises Deputy Attorneys General and professional administrative staff; assigns work and evaluates performance; assists in the development and formulation of defenses in various litigation and appeals, and oversees municipal appeals; does related work as required. 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.

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.

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, 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.

HOW TO APPLY: If qualified, please send a cover letter indicating interest in job vacancy announcement #23-285 and current resume to the Recruitment Coordinator via email at LPS.Humanresources@njoag.gov on, or before, the closing date of **May 25, 2023**.

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.

