



## 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 18, 2023**  
**NOTICE OF JOB VACANCY**  
**#23-44**

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Office of the Attorney General, for applicants who meet the requirements specified below:

**TITLE:** Special Assistant to the Solicitor General  
(Civil Service Title: Deputy Attorney General 2)

**SALARY:** \$110,546.27 to 158,260.13

**LOCATION:** Office of the Attorney General  
124 Halsey Street  
Newark, NJ 07102

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

The Solicitor General, serving within the Office of the New Jersey Attorney General (OAG) in the Department of Law and Public Safety (LPS), coordinates the Attorney General's involvement in matters before the U.S. Supreme Court, federal courts of appeals, and the New Jersey Supreme Court, and works with LPS divisions in both civil and criminal cases involving significant constitutional and appellate issues.

**DUTIES:** Under direction of the Solicitor General and Deputy Solicitor Generals, the Special Assistant will brief selected appeals and dispositive motions in federal and state court; deliver oral argument; and assist in the drafting and review of amicus briefs. Special Assistants to the Solicitor General play both advocacy and managerial roles, and will participate in multiple appeals in a dynamic and fast-paced environment. Special Assistants to the Solicitor General will work closely with LPS divisions, other members of OAG, the Office of the Governor, and executive branch agencies. Special Assistants will do other related work as required.

### **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited law school with a Juris Doctor.

**EXPERIENCE:** Four (4) years of experience as a practicing attorney, one (1) year of which shall have been in a supervisory capacity.

**LICENSE:** Admission to practice as an Attorney at Law in the State of New Jersey is required.

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 essential duties of the position.

**PREFERENCE:** Preference may be given to candidates with experience working in a civil or criminal appellate practice, who previously served as a law clerk for a federal or state appellate court, and/or who have experience litigating before the U.S. Supreme Court.

**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 may 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 #23-44 and a current resume on or before the closing date of February 18, 2023 to:***

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

**-OR-**

Recruitment Coordinator  
Division of Administration  
P.O. Box 081  
Trenton, NJ 08625-0081

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.

