



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN
Attorney General

TAHESHA L. WAY
Lt. Governor

ERIN ZIPPEL
Chief Administrative Officer

November 13, 2023 NOTICE OF JOB VACANCY #23-706

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

TITLE: Assistant Attorney General
(Director)

SALARY: \$163,000.00

LOCATION: [Office of Public Integrity & Accountability](#)
Conviction Review Unit
Cedar Knolls, Trenton or Cherry Hill, NJ
(*Statewide travel between offices required for work responsibilities*)

NUMBER OF POSITIONS AVAILABLE: One (1) – Location preference required.

DUTIES: Under the direction of the Executive Director of OPIA, supervises work relating to claims of actual innocence by persons convicted of indictable offenses in New Jersey State courts and oversees investigations into unsolved homicides, sexual assaults and other violent crimes, which can arise out of claims of actual innocence and otherwise; oversight of investigation, including but not limited to case assessment, research, memorandum writing, court appearances, court filings (motions, briefs), attorney correspondence and case management; conducts attorney case reviews and evaluations; reviews and approves legal applications and pleadings; coordinates legal activities with federal and local jurisdictions and with other State entities; works closely with law enforcement in the development of case investigation; performs other 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.

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 professional legal experience as an attorney at law of the State of New Jersey in the area of the specialty or, three years of professional legal experience as an attorney for State or Federal administrative agencies which shall have involved a significant amount of the specialized legal work, or, two years of unique specialized legal experience.

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

PREFERENCES: Preference will be given to those with experience in criminal investigations and trials, particularly homicide investigations and trials or with experience in conviction review or conviction integrity work.

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 (609) 292-4144, option 3.

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.

HOW TO APPLY: If qualified, please send a cover letter indicating interest in job vacancy announcement #23-706 with location preference, a current resume and a completed Division of Criminal Justice Application for Employment, found at: www.njoag.gov/dcjapply/ to the Recruitment Coordinator via email at jobs@njoag.gov on or before the closing date of **December 14, 2023**. *Current employees of the Division of Criminal Justice need only send a resume and cover letter.*

Applications submitted directly to the Division of Criminal Justice will not be considered.

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.

