



PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

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

MATTHEW J. PLATKIN
Attorney General

ERIN ZIPPEL
Chief Administrative Officer

January 19, 2024
NOTICE OF JOB VACANCY
#23-783

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Consumer Affairs, for applicants who meet the requirements specified below:

TITLE: Deputy Director, Division of Consumer Affairs
SALARY: \$145,475.00 to \$150,000.00
LOCATION: [Division of Consumer Affairs](#)
Office of the Director
Professional Boards Unit – Investigations and Enforcement
124 Halsey Street
Newark, NJ 07102

NUMBER OF POSITIONS AVAILABLE: One (1).

DUTIES: Under direction of the Director, Division of Consumer Affairs, the Deputy Director over the Professional Boards Unit (Boards) – Investigations and Enforcement is responsible for overseeing all aspects of the Boards’ investigative and disciplinary processes. The Deputy Director will oversee complaint review and investigations, and manage enforcement activities for the Professional Boards Unit. The Deputy Director will oversee various units and programs within the Division that perform investigative, analytic, or assessment functions designed to ensure compliance by professional and occupation board licensees with applicable laws and regulations. The position will perform other executive-level functions, as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college with a Bachelor’s degree.

EXPERIENCE: Five (5) years of experience in the administration of government or business operations, three (3) years of which 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 applicants Juris Degree (JD) and extensive experience in conducting investigations and other compliance activities.

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 below. You are also required to apply via the NJ CSC SAME website. 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.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

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.

HOW TO APPLY: If qualified, please send a cover letter indicating interest in job vacancy announcement #23-783 and a current resume to the Recruitment Coordinator at Recruit@dca.njoag.gov on or before the closing date of **February 19, 2024**.

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.

