



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

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Attorney General

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WILLIAM H. CRANFORD
Chief Administrative Officer

January 31, 2023

NOTICE OF JOB VACANCY #23-81

Opportunities currently exist in the unclassified service with the Department of Law & Public Safety, Division of Law, for applicants who meet the requirements specified below:

TITLE: Deputy Attorney General 4

SALARY*: \$87,578.62 to \$124,980.46

LOCATION: Division of Law
Administrative Practice Group
Community Affairs, State & Elections Section
25 Market Street, Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: Four (4)

The Community Affairs, State and Elections Section (CASE) provides legal representation and counsel to the Department of Community Affairs, Department of State, Civil Service Commission, Government Records Council, New Jersey Racing Commission and Second Injury Fund. Within the Department of Community Affairs and the Department of State are several divisions, bureaus and programs to which the Section provides significant legal advice and representation. The Section's focus is the administrative enforcement of New Jersey's statutes and regulations governing areas such as elections, housing, the safety of buildings and facilities, horse racing, public records retention and production, land use, local government services, municipal finance, and civil service actions. The deputies in CASE have varied assignments including counseling, administrative practice in the Office of Administrative Law, and litigation in the State and federal courts at all stages from pre-trial through all appeals.

DUTIES: The Deputy Attorneys General work under the supervision of the Assistant Attorneys General in the Administrative Practice Group, and the Section Chief and Assistant Section Chiefs of the CASE Section, to provide counsel and representation to the Section's clients; and performs 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 is required.

EXPERIENCE: Two (2) years of experience as a practicing attorney.

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.

***SALARY NOTE:** For newly hired individuals, the starting salary will be determined by the Department commensurate with experience. Salary offers are non-negotiable and will fall within the range posted.

PREFERENCE: Preference will be given to candidates who have experience in elections law.

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.

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.njoag.gov/about/divisions-and-offices/division-of-law-home/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 job vacancy announcement #23-81, 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 acceptable), and an Affirmative Action form. All items must be submitted together, in one package, via the DOL online attorney application portal.

This announcement will remain open until all four (4) vacancies are filled.

Current Division of Law employees need only submit a resume and cover letter to:

DOL.Applicant@law.njoag.gov

Current DOL employees must indicate #23-81 – DAG 4, CASE Section 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.

