



## State of New Jersey

PHILIP D. MURPHY  
*Governor*

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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*Lt. Governor*

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*Chief Administrative Officer*

### February 7, 2023 NOTICE OF JOB VACANCY #23-86

Temporary employment services opportunities currently exist with the Department of Law and Public Safety, Division of Law, for applicants who meet the requirements specified below:

**TITLE:** Special Services  
(Hourly Deputy Attorney General 4)

**SALARY:** \$47.94 to \$57.03 per hour

**LOCATION:** Division of Law  
Affirmative Civil Enforcement Newark Practice Group  
124 Halsey Street Newark, NJ 07101

**NUMBER OF POSITIONS AVAILABLE:** Six (6)

The Division of Law, Affirmative Civil Enforcement Newark Practice Group includes seven sections. These sections work to bring affirmative enforcement and litigation against individuals and entities that have caused harm to the State or its citizens. The Division of Law is seeking the services of temporary attorneys, on an hourly basis, as document review attorneys to work on the volume of materials that we anticipate receiving in response to subpoenaed documents regarding gun safety and consumer enforcement matters. Both of these types of matters will result in voluminous document reviews as we subpoena gun manufacturers and certain types of health care providers.

**DUTIES:** Under the supervision of a Section Chief and/or the Assistant Section Chief, Division of Law, Department of Law and Public Safety will review documents received in response to subpoenas issues by the Division of Consumer Affairs and/or the Division of Law regarding gun safety and reproductive rights matters; determining the application of privilege and criteria for appropriate redactions; performs other related 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:** Appointees 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 attorneys with at least one year of document review experience at various stages (initial review, second-level, privilege, redactions, etc.) along with Relativity experience.

**SPECIAL NOTE:** Special Services positions are filled on a part-time, temporary basis during normal business hours. Candidates appointed to a Special Services title will be limited to 944 work hours in a fiscal year.

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.

**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/](http://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 vacancy #23-86, 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 accepted), and an Affirmative Action form. All items must be submitted together, in one package.**

***This announcement will remain open until all vacancies have been filled.***

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.

