



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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MATTHEW J. PLATKIN
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

January 13, 2023 NOTICE OF JOB VACANCY #23-8

An opportunity currently exists 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 2
(Assistant Section Chief)

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

LOCATION: Division of Law
Administrative Practice Group
Community Affairs, State & Elections Section
25 Market Street, Trenton, NJ 08625
(*Statewide travel required for work responsibilities.*)

NUMBER OF POSITIONS AVAILABLE: One (1)

The Community Affairs, State and Elections (CASE) Section represents the Second Injury Fund, which is part of the Department of Labor and Workforce Development. The Deputies assigned to represent the Fund appears in the Workers' Compensation court. This involves traveling to courts all around the State, where the Deputies will review, conference, and ultimately try cases which cannot be settled. Fund Deputies carry a heavy caseload, on a three-week court cycle in which they average 8-10 days in court. The Deputies also handle their own Fund case appeals in the New Jersey Superior Court Appellate Division and New Jersey Supreme Court. The cases are all complex, involving total disability, unique medical issues, Social Security & pension offsets, and liability liens.

DUTIES: Under the supervision of the Section Chief and Assistant Attorneys General within the Administrative Practice Group-Trenton, the Assistant Section Chief is the primary point of contact for the Second Injury Fund client and directly supervises the Deputies in the Second Injury Fund assignment. The Assistant Section Chief is responsible for the day-to-day operations of the assignment, which for all practical purposes operates as a completely independent unit within the CASE Section. In addition to the administrative responsibilities, the Assistant Section Chief is personally responsible for a Fund caseload equal to or greater than the Deputies in the Fund assignment. 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: Four (4) years of experience as a practicing attorney, one (1) year of which shall have been in a supervisory capacity.

PREFERENCE: Preference will be given to candidates with relevant experience in the litigation of matters involving Workers' Compensation and Second Injury Fund law; or complex medical litigation.

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

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 #23-8, 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, on or before the closing date of February 13, 2023.

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

DOL.Applicant@law.njoag.gov

Current DOL employees must indicate #23-8 – DAG 2, CASE 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.

