



PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

State of New Jersey
DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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MATTHEW J. PLATKIN
Attorney General

ERIN ZIPPEL
Chief Administrative Officer

January 18, 2024
NOTICE OF JOB VACANCY
#24-009

An opportunity 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 1
(Section Chief)

SALARY: \$116,045.41 to \$162,458.13

LOCATION: [Division of Law](#)
The Public Records Advice & Disputes Practice Group
Richard J. Hughes Justice Complex
25 Market Street, Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: The Public Records Advice & Disputes Practice Group (the “PRAD”) has overall management and supervisory responsibility for the handling of public records requests filed with State agencies under the Open Public Records Act (OPRA). The PRAD also provides direction, policy guidance and supervision to Deputy Attorneys General throughout the Division of Law to ensure consistent legal advice and counsel on all issues involving public record requests, including the newly enacted Daniels Law, and oversees the defense of all public records litigation filed against State agencies in Superior Court and in the Government Records Council. The Section Chief for the PRAD will work in conjunction with the Assistant Attorney General for that practice group to oversee all work in this substantive area.

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: Five (5) years of experience as a practicing attorney, two (2) year of which shall 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.

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.

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.

HOW TO APPLY: If qualified, applicants must complete a Division of Law attorney application for employment, found at www.njoag.gov/dolatty/ indicating interest in vacancy #24-009. All items must be submitted via the DOL online attorney application portal on or before the closing date of **February 18, 2024**.

*Current Division of Law employees need only submit a resume and cover letter to: DOL.Applicant@law.njoag.gov
Current DOL employees must indicate #23-780 - Section Chief, DCF 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.

