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Governor

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Lt. Governor

State of New Jersey
DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Attorney General

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Chief Administrative Officer

January 22, 2024
NOTICE OF JOB VACANCY
#24-027

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

<u>TITLE:</u>	Deputy Attorney General 4	<u>OR</u>	Deputy Attorney General 3
<u>SALARY*:</u>	\$87,578.62 to \$124,980.46		\$100,682.82 to \$143,971.92
<u>LOCATION:</u>	Division of Administration Office of Equal Employment Opportunity 22 South Clinton Avenue Trenton, NJ 08625		

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of the Director, Office of Equal Employment Opportunity (EEO), or other supervisory official will be responsible for investigating complaints of discrimination; overseeing investigations; conducting interviews; reviewing investigation reports, researching relevant law and drafting EEO determination memoranda and letters regarding internal complaints of discrimination; will review intakes and determine how to proceed on each case; responsible for researching and developing training programs on specialized areas and will present those trainings and trainings on the State Anti-Discrimination Policy to all department staff including executive level staff, attorneys and supervisors; does other related work 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:

DEPUTY ATTORNEY GENERAL 4: Two (2) years of experience as a practicing attorney.

DEPUTY ATTORNEY GENERAL 3: Three (3) 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.

SPECIAL NOTE: Current Department employees appointed to a Deputy Attorney General 4 or 3 title must be willing to accept a lateral transfer, if selected.

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

PREFERENCE: Preference will be given to attorneys who have excellent research, writing and analytical skills; knowledge of employment law and litigation experience is also desired.

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. For more information on the SAME Program please 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 its U.S. equivalency prior to the closing date. Failure to do so may 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, please send a cover letter indicating interest in job vacancy announcement #24-027 with proof of NJ Bar admission and a current resume to the Recruitment Coordinator via email at jobs@njoag.gov on or before the closing date of **February 22, 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.

